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for **god** and
country

STUDENT HANDBOOK

2003-06

MESSAGE

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You have made the right choice in coming to De La Salle University-Manila, which was recently granted Level IV accreditation by the Philippine Accrediting Association of Schools, Colleges and Universities. It is the first university to receive the highest level of accreditation in the country. You are now part of this important milestone in our history.



Challenged by this development, we endeavor to continually improve the quality of education that we provide by investing in state-of-the-art facilities with the view of providing you with the most conducive learning environment. We recruit and develop the best faculty that we deem most qualified to mentor you not only in theories but more importantly in developing your skills to enable you to respond to current realities and future uncertainties.

As evidence of the premium that we put on students, we have prepared this Student Handbook. The Handbook works for you. It speaks to you of your rights as well as your responsibilities as a member of the Lasallian community. It serves as your handy reference for locating the person or office for a needed service, or to help you discover and/or further hone your God-given talents.

By enrolling at DLSU-Manila, you have earned the privilege of sharing its vision of being a vital resource for Church and Nation, and its commitment to the ideals of excellence in support of the holistic development of our people and our institution.

Let us then, together, make DLSU-Manila's contribution to society of major impact and significance.

A handwritten signature in cursive script that reads "Carmelita Quebengco".

CARMELITA I. QUEBENGCO
Executive Vice-President
De La Salle University-Manila

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a p p e n d i x

5 C's of Lasallian Excellence

Student Services

Student Personnel Services (SPS)

Cultural Arts Office (CAO)

Discipline Office (DO)

Lasallian Pastoral Office (LSPO)

Office of Career Services (OCS)

Office of Student Activities (OSAc)

Reserved Officers Training Corps (ROTC)

Student Development Office (SDO)

Student Publications Office (SPO)

Center for Social Concern and Action (COSCA)

Office of Sports Development (OSD)

Center for Counseling and Development (CCD)

University Library

Speech and Writing Lab

Health Services/Food Services/DLSU Bookstore

Lasallian Schools in the Philippines

Campus Lay-out

Office Directory

Inter-institutional Consortium

Student Organizations

Students' Charter

Act Regulating Hazing

Preventive Measures Against Violence and Sanctions on Fraternities

Act Declaring Sexual Harassment Unlawful

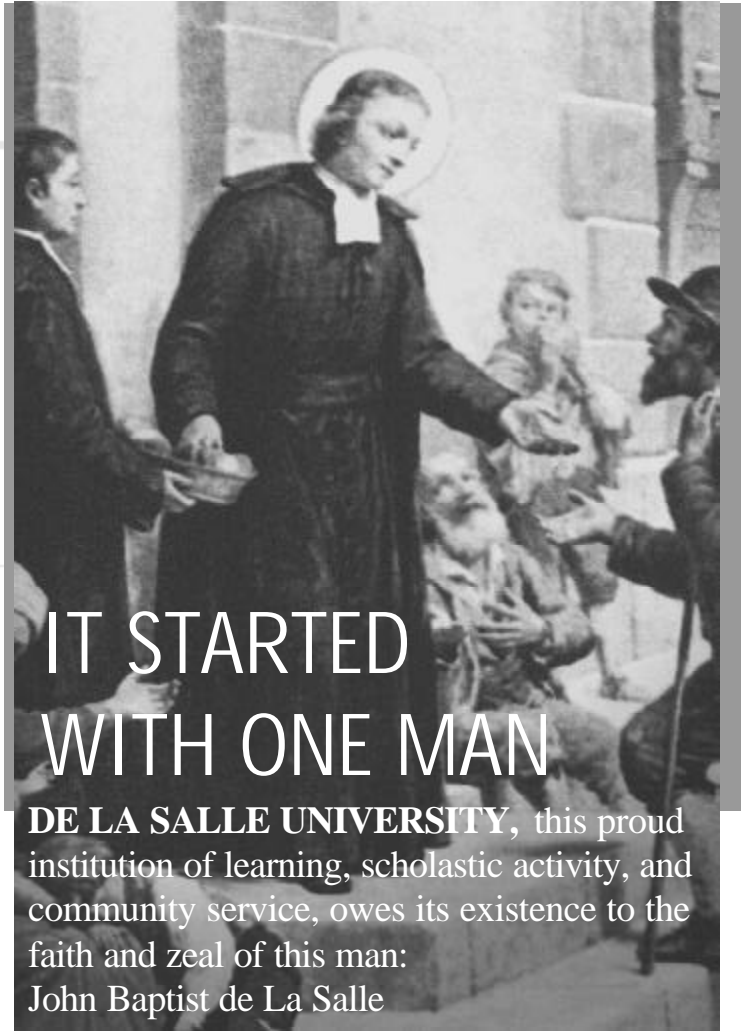
Policies and Guidelines for the Prevention and Investigation of Sexual

Harassment Cases

Journalism Act

Alma Mater Hymn/La Salle Cheers





IT STARTED WITH ONE MAN

DE LA SALLE UNIVERSITY, this proud institution of learning, scholastic activity, and community service, owes its existence to the faith and zeal of this man:
John Baptist de La Salle

Recognized as a visionary, De La Salle was actually a man who realized the wisdom in following God's will. Installed as a Canon of Rheims at the age of 16 and ordained at the age of 27, he thought of simply living his life as an ordinary priest. Having been orphaned at an early age and being the eldest among his brothers and sisters, he was also expected to act as administrator of his parents' estate and as guardian of his younger siblings. He was, however, drawn into the business of setting up and managing schools through his association with a distant relative named Adrien Nyel.

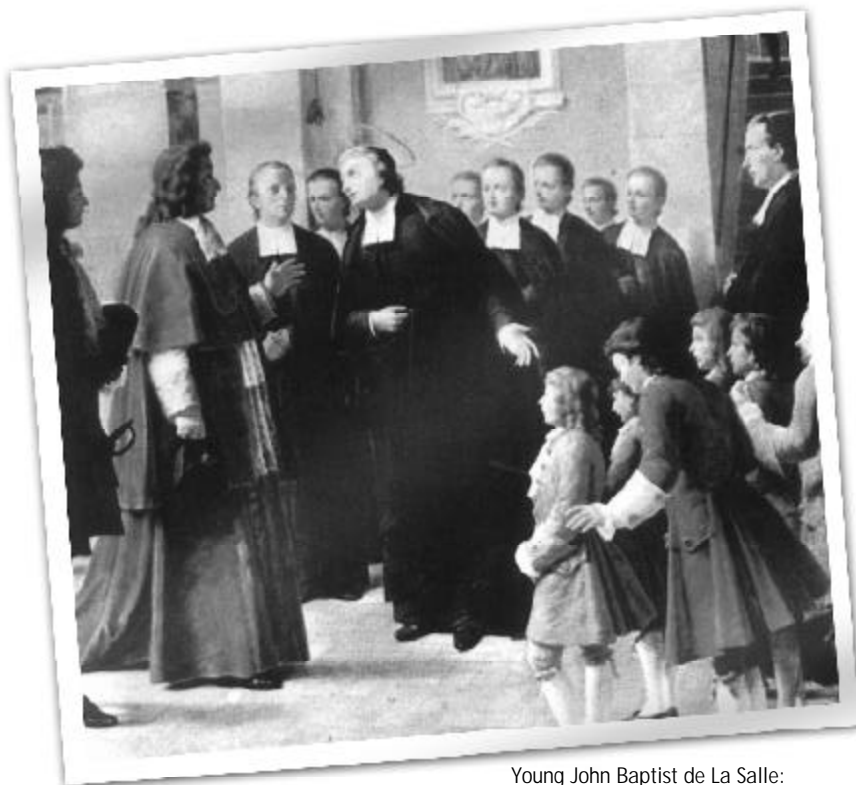
De La Salle eventually saw the need to form a stable group of religiously motivated teachers who will dedicate themselves to educating the poor in France. This was to become his life long mission because of which he founded a congregation of teaching Brothers

officially known as the Brothers of the Christian Schools. (In the Philippines, they are more popularly known as the La Salle Brothers.)

In a letter to a close friend, he explained his realization:

“God, who directs all things with wisdom and moderation, and who does not force the will of men, wishing to have me completely occupied with the care of schools, involved me unexpectedly and in a short time, so that one commitment led to another without my being aware of it.”

De La Salle was not considered a brilliant man, but he was hardworking, practical and armed with common sense, prudence, and good judgment. He was willing to take risks after careful deliberation and after taking wise counsel. More importantly, he put his full confidence in God. And we all know that his efforts have borne fruit.



Young John Baptist de La Salle:
He simply wanted to become a priest
but God had other plans for him.

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HOW THE IDEA CAUGHT FIRE

Far from being the meek, harmless teacher he is often made out to be, John Baptist de La Salle was a revolutionary. First, as a “traitor to his class” who left his affluent origins to blaze a trail leading to French poorhouses, then as a zealot who changed the face of education with new methods of instruction. It comes as no surprise, then, that La Salle schools in every country owe their existence to one revolution or another.



The building and campus of the old school at Nozaleda . Testament to the persistence and pioneering spirit of the Christian Brothers. The First Lasallian community.

All the world, for instance, has the French Revolution to thank for the shore spreading phenomenon that was the Christian Brothers. Had it not been for this single glorious event in world history, the followers of John Baptist de la Salle would have been a much more insular breed, content to educate France’s illiterate waifs and with efforts spreading only to nearby countries. As it turned out, the political, social and religious upheavals of 1789 brought

with them winds of change that even the Brothers did not expect. All members of the clergy, for one, were forced to make pledges of loyalty to the revolutionary government. Those who did not wish to, fled the country. The Brothers joined them in their flight, settling in either Switzerland, Martinique or Belgium. The years in these countries showed them how white the fields were for harvest, and how great the mission that lay before them was.

Napoleon Bonaparte’s rise to power some ten years later proved to be a boon to the Christian Brothers, as they were granted unique governmental status to fulfill the Emperor’s idea of educational reforms. Naturally,

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the Brothers assumed a dominant role in French education, establishing the first comprehensive public school system in Europe. They were back where they wanted to be.

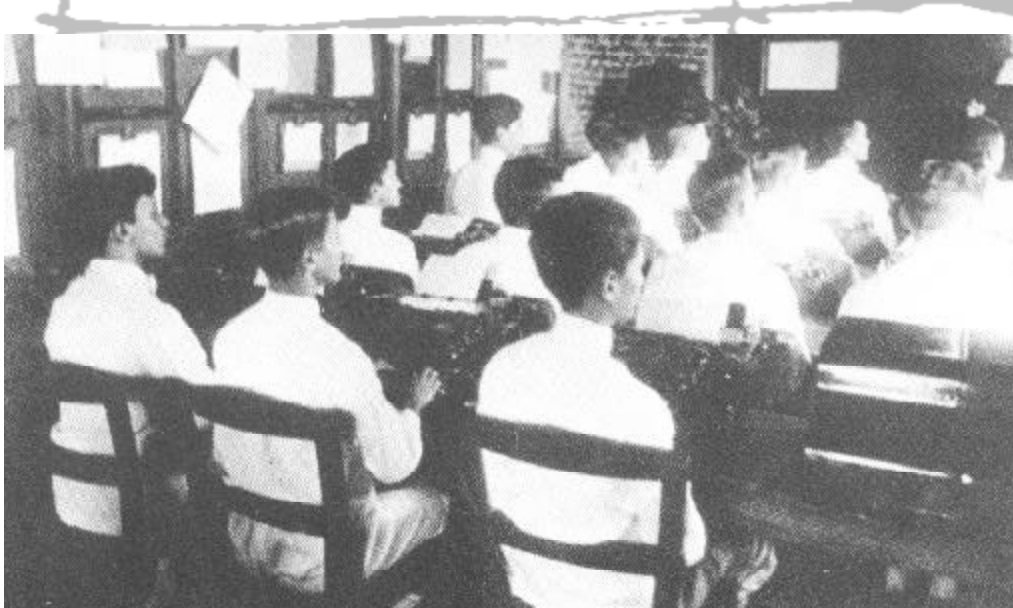
Of course, the progress in education also served to increase the ranks of the French congregation and that brought with it the possibility of overseas expansion. It was a case of too many cooks in the same soup kitchen—not that they spoiled the broth, but that there were many more hungry souls to be fed elsewhere. But what made so much easier for the Brothers to decide to set sail for new territory was France’s defeat to Germany in 1870. Rabidly anti-clerical revolutionaries forced the Brothers out of their native land and into the arms of a world they did not know was waiting for them. Thus began the settlements—first in Ireland, which became a rich source of novitiates, then all across the United States, then to Singapore, Spain, West Malaya, India, Burma, Indo-China, Ceylon, and Hong Kong.

La Salle schools in this country owe their existence to yet another revolution—the Philippine Revolution. For as most any Brother will tell you, the De La Salle institution was set up in these Islands as a means of saving Catholicism from the anti-friar sentiments of the day brought about by the Filipinos’

successful lunge at freedom. The real hero of the story, of course, is Archbishop Jeremiah James Harty, himself a product of the Christian Brothers, who saw the need for a La Salle school in the Philippines to stem the tide of Protestantism carried by the Thomasites. “Catholicism is in dire straits!”, he would cry again and again to various audiences, stressing urgency of his cause. Pope Pius X would heed this warning. Several years later, in 1911, nine brothers, five Frenchmen, three Irish, and one American would form what would be the first community of La Salle in the Philippines. They were Brothers Blimond (the director), Louis, Aloysius, Camillus, Augusto, B. Joseph, C. John, William, and Martin. The school opened that same year on 652 Calle Nozaleda in Paco with only 100 students. The rest, of course, is history and it shines as we look back on it.



Archbishop Harty. The real hero.



GLIMPSE OF OUR PAST

We could end this little vignette saying that the only real trophies from La Salle's glorious past are actually those men and women who have walked along its halls. And that the most ignominious reminder of its darkest day is an altar once caked an inch thick with martyr blood.

But in a country where historical amnesia is the most chronic of illnesses, the past bears remembering in somewhat more detail. In Carlos Quirino's coffee-table rendering, *La Salle: 1911-1986*, he provides a chronicle of our rich Lasallian tradition.

The 1910s saw La Salle's early years in a shower of bounty after bounty. The school on 652 Calle Nozaleda came to house virtually every young scion of the country's elite. Of course, boys like the young Lorenzo "Tanny" Tañada (GS'17) would eventually prove that greatness lies not on amassing wealth, but on participating in the great struggles of history and an oppressed people. Monsignor Harty, who thought of putting up a La Salle school in the Philippines, continued to be the school's biggest benefactor, not only in terms of favor, but in terms of prayer.

The 1920s saw the school transfer location to wooded Taft Avenue. During this time, many heads of state would visit it, not the least of which were then-

Governor-General Leonard Wood and Senate President Manuel Luis Quezon. In 1924, Dr. Paul Monroe and a commission of American educators would name La Salle as the number one school in the Philippine Islands after an eight-month cross-country inspection.

In the Depression Decade, La Salle's star would shine brightly in the sports arena, with NCAA championships in basketball, football, and track events. The Boy Scouts of Troop 19 and the Rhythm Kings, a combo of jazz musicians, would show one and all that Lasallians were not just math and debate wizards.

The War Years brought nothing but shell shock and damage to the school, both in terms of building ruin and human carnage. Sixteen Brothers and 25 civilians were massacred one tragic February day in 1945. The school would never be the same again. Not even La Salle's first postwar basketball trophy in 1947 and victory after in the NCAA could make all the pain go away.

The 50s and 60s could be known as the Recovery Years as La Salle stocked up on its fond memories of people like Dr. Waldo Perfecto and Dr. Ariston Estrada, now immortalized as parts of the institution they so nobly served. In school during these years were Ramon Magsaysay Jr., Macario Gonzalez (now Brother Andrew Gonzalez, FSC), Fritz Infante, Eduardo Cojuangco and Herminio Disini.

The 70s mirrored for La Salle the upheavals going on outside the green walls. It was during this decade that La Salle turned co-educational (1973), was granted a University charter (1975), undertook the writing of texts emphasizing Filipino values, and turning ecumenical with the invitation of Protestant groups to carry out their activities on campus and even allowing for courses on Marxism.

In the 80s, the biggest change was the school's turning trimestral. But aside from this, shocks came with the violent NCAA exodus in 1982 and the inauspicious entry into the UAAP in 1986. The Green Archers would win their first UAAP championship in 1989, a fitting end to a decade that came filled with journeys.

The 90s were years of growth and expansion with the establishment of the DLSU System. DLSU-Manila, DLSU-College of Saint Benilde, DLSU-Dasmariñas, DLSU-Health Sciences Campus, DLSU-Professional Schools, Inc., and DLS-Zobel School developed strategies and specializations that synergized the different physical and human resources of the schools. DLS-Araneta University and DLSU-Canlubang are now also part of the system.

As for the years to come in this new millennium, we leave that to another chronicler. One who'll have much more to write about. For as most everyone thinks at this period in time, the best is yet to come for Old De La Salle.

The editorial staff of Green & White, the official publication of De La Salle College in 1924.





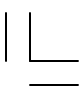
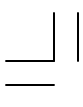
THEY WALKED THESE HALLS

The best and the brightest
The University pursues a hold
commitment: To be a resource of
Christian achievers for God and
country.

With zeal and dedication to continue
the works by our founder St. John
Baptist de La Salle, we underscore
an outstanding education that
combines excellent academic
programs, first rate faculty, and
modern facilities.

In return, Lasallians have answered
their duty to lead and serve others,
especially the less privileged. As
students who are exposed to
industry, government, and other
academic institutions, they realize
early their responsibilities to society.

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Some of our outstanding alumni who have made us proud:

Top performers.

Our students are among the country's best. This is why we extend whatever support we can give them. Scholarships are offered through grants from the Scholarship and Financial Assistance Office, while the highly competitive Star Scholars Program is provided to the most outstanding students.

Lasallians have undeniably made their marks as they top licensure examinations, earn recognition and win awards in various fields, from information technology, science, and engineering, to humanities, business, and economics.



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Some of our outstanding alumni who have made us proud:

Jesse Robredo



Cesar Purisima

Ambassador Alfonso Yuchengco,

President of Malayan Group of Insurance Co.

Cesar Purisima, Chairman and Managing Partner of Sycip, Gorres and Velayo

Cirilo Bautista, Palanca Literary Hall of Fame Awardee, National Centennial Literary Competition Grand Prize Winner

Donald Dee, President, Employers' Confederation of the Philippines

Eduardo Cojuangco, Chairman of San Miguel Corporation and United Coconut Planters Bank

Felipe Medalla, Former Director-General of the National Economic and Development Authority

Gerry Ablaza, President and Chief Executive Officer of Globe Telecoms Phils.

Jesse Robredo, 2000 Ramon Magsaysay awardee for government service

Jose Concepcion, Jr., former Secretary of the Department of Trade and Industry

Jose Cuisia, Jr., former Governor of the Central Bank of the Philippines and currently Chief Executive Officer of Philamlife

Jose Javier Reyes, Award-winning Film Writer and Director

Josefina Sayoc Carballo, Vice President, Citibank, N.A.



Josefina Sayoc Carballo

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Josette Talamera Biyo, Intel Foundation Excellence awardee, Metrobank Outstanding Teacher
Leandro Locsin, National Artist for Architecture
Lorenzo Tañada, Philippine Senator
Luis Raymund Villafuerte, Jr., 2002 Ten Outstanding Young Men Awardee for Entrepreneurship
Marjorie Evasco, Palanca awardee, Metrobank Outstanding Teacher
Paulo Prieto, President and CEO, INQ7.NET
Pia Banico-Villanueva, Neurologist, Makati Medical Center
Ramon Magsaysay Jr., Philippine Senator
Rafael Buenaventura, Governor of the Central Bank of the Philippines
Ramon del Rosario, Sr., 1999 Ten Outstanding Filipinos (TOFIL) awardee in the field of business
Salvador Laurel, Vice President of the Philippines
Vicente Paterno, Philippine Senator

Pia Banico - Villanueva



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Gerry Ablaza

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DE LA SALLE UNIVERSITY-SYSTEM VISION-MISSION

The De La Salle University System is a Catholic multiversity affiliated with the worldwide network of Lasallian academic communities. As a world-class institution whose component units manifest complementarity of roles, the System serves as a dynamic resource of the Church and Nation in the process of social transformation. It participates meaningfully in the improvement of the quality of life through excellence in education, research, and community service.

Guided by the Gospel values, the charism of St. John Baptist de La Salle, and the traditions of Religio, Mores, Cultura, the System forms Christian Achievers for God and Country. By nurturing a Christian environment, the System develops individuals who are integrally formed, highly disciplined, professionally competent, appreciative of Filipino culture, and in solidarity with the poor.

Through innovative management meaningful collaboration among members of the Lasallian family, resource sharing among member institutions, and networking with other agencies, and viable strategies to effect equity and access to Lasallian education and services, the System contributes in building a just and humane society.

TABULARASA. This traditional view of education looks at the student as an empty container and the teacher as an authoritarian know-all whose primary goal is to fill this intellectual void.



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A Tradition of Excellence in Teaching

At De La Salle, we do away with outmoded perceptions. We regard our teachers not as intellectual reservoirs or as mere guardians but as companions in education.

Looking beyond this century

Aside from teaching, La Salle faculty members also engage in research. In a bid to fortify the University's reputation as a world class educational institution, teams of research faculty are conducting interdisciplinary studies in both existing and emerging areas.

By the year 2011, the year DLSU commemorates its centennial foundation, the University targets all faculty to be doctoral degree holders.

In good company

Our faculty strives to maintain cordial ties with you. It is not surprising therefore to see our teachers conversing with their students along corridors and in canteens with utmost familiarity. Some address each other by their first name.

By building friendly relations with his or her students, a teacher succeeds in breaking barriers, thus easing the communication and learning process.

A healthy blend of youth and experience

We have young and enthusiastic instructors. Idealistic, they inject new ideas in the University and rekindle hopes for the profession. Providing the balance are our time-tested and dedicated educators whose knowledge and experience are an invaluable resource to the Lasallian community.

With them, you, the students, form the nucleus from which the academe draws much of its strength.



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ENJOYING CAMPUS LIFE

Stepping into De La Salle is like a dream. You can't help but be awed by the imposing Corinthian columns and carved balustrades built in a U-shaped edifice representing a neo-colonial facade that is the St. La Salle Hall. But the majestic beauty doesn't stop in this building. It is mirrored in the other buildings of the campus: St. Joseph Hall, Brother Connon Hall, St. Miguel Hall, William Hall, the University Library, Velasco Hall, Gokongwei Hall, the Science and Technology Research Center, the Enrique M. Razon Sports Center, and the Enrique T. Yuchengco Hall.

At De La Salle, you don't get quality education just with first-rate professors, but with first class facilities as well. You have well-lit and all air-conditioned class rooms, modern laboratories, a large football field, a sports center, spacious canteens, a covered walk spanning the three main gates of the campus, among other things.

Other facilities include seminar rooms, audio-visual rooms, and auditoriums where students can invite guest speakers or hold their general assemblies or other events. We have the Ariston Estrada, Tereso Lara, Waldo Perfecto, and the Intellect seminar rooms. There are also the Pablo Nicolas Auditorium, William Shaw Theater, and the M. Gaerlan Conservatory, which can be used as a venue for special events and musical performances.

For exhibits, displays, awarding ceremonies, and other student functions like bazaars, job fairs, ticket-selling, miting de avance, cultural performances, and discount card distributions, we have the the Central Plaza, SJ Lobby, the Marian Quadrangle, and the Amphitheater.

The sportsminded Lasallian can engage in various sports activities in the first-rate sports facilities housed in the Enrique M. Razon Sports Center. Sporting equipment may be availed of by the students at designated places.

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Related to academic pursuits, the University boasts of its state-of-the-art computer facilities. You can also find the science laboratories with modern equipment and numerous scientific collections, the engineering laboratories, the cognitive psychology laboratory among others.

Why should you get involved in extra-curricular activities?

One, it will spice up your otherwise routinary existence. In the process, you develop skills or talents and you get to meet a lot of people and make important contacts. You also learn to communicate and relate with others. Furthermore, you get opportunities to serve your fellow students, the academic community, and your countrymen.

Another reason for actively participating in extra-curricular activities is the reality that it is an important pre-requisite when you're seeking employment. Most companies intensely scrutinize your extra-curricular activities because they want a "well rounded individual" working for them.

What's in store for members of student organizations?

Aside from discount cards, you mean. Every organization has a different line-up of activities, but for sure, there will be parties, symposia, fora, field trips, tutorials, film showings, inter-school contests, exhibits, variety shows, socio-civic projects, and many others.

But if you're not into these kinds of organizations, don't fret. There's more. You can be a student assistant in computer laboratories or a teacher's assistant and get paid for it. Or you can be a COSCA volunteer for outreach projects. You can also avail of advance enrolment privileges as a member of the Enrolment Assistance Task Force.

Or you can be part of the Student Support Services team. Be student volunteers for the Office of Career Services and Discipline Office. Become peer ministers at the Lasallian Pastoral Office, writers or editors for the different publications under the Student Publications Office, or consultants for the Student Development Office.

If you're talented, join the performing arts groups of the Cultural Arts Office. You can actually make a difference in the lives of your fellow Lasallians by being actively involved in the Student Council and the Council of Student Organizations.

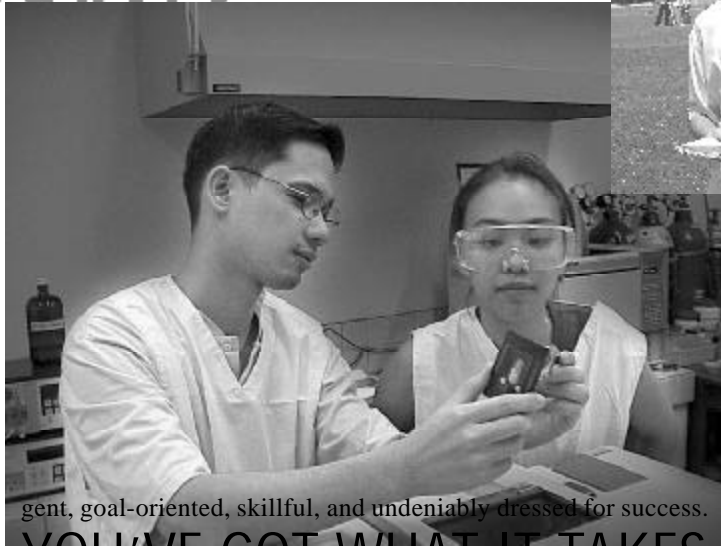
The possibilities are endless. Look for your place under the sun. Go out and be involved. It's the only way to enjoy campus life to the fullest.

PREPARATION FOR CAREERS

DLSU-Manila-The future begins here. The fact is—if you're a Lasallian, then you definitely got an edge over the others. You belong to the cream of the crop. Companies will choose you over a thousand others lining up for a job vacancy. (And, most of the time, you don't have to find them, because they'll come looking for you. Ask the Office of Career Services.) Can't blame them. Lasallians are hardworking, intelli-



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gent, goal-oriented, skillful, and undeniably dressed for success.

YOU'VE GOT WHAT IT TAKES

The University prepares its students very well. Be it in any field--arts, business and economics, computer science, engineering, or the sciences. Apart from providing quality instruction, the school endeavors to develop well-rounded individuals ready to face and relate with different people from all walks of life, to rise up to challenges at work and to meet or even exceed expectations of them.

Moreover, the curricula provide the students the opportunity to be exposed to the actual work setting through different practicum programs offered in all courses. This not only tests the knowledge and ability of the students, but also gives prospective employers the chance to discover the potentials of the students

La Salle alumni stand out

We have Lasallians everywhere. In companies, in government, and non- government organizations. Even on campus. The biggest bulk of our graduates is in the business sector.

Year in and year out, Lasallians top the CPA board and engineering exams making our accountants, engineers and even computer science majors highly demanded in their respective fields. Lasallians also figure prominently in nationwide student awards.

The greener, the better

What do companies which employ Lasallians say of our graduates? Good in oral communication, with good technical, academic and extra-curricular background, assertive, achievement oriented, confident, smart dressers, good leaders and team players, highly motivated, committed, proficient in computers and sociable, among others.

RESPONDING TO THE NEEDS OF SOCIETY

Confining one's self to learning within the four walls of the University creates a superficial view of the real world. Lasallians realize a larger, more complex world exists outside De La Salle that awaits their aid.

As students, Lasallians are called to live the Gospel values by participating in activities that bring about social transformation. They are called to allocate part of their time, amidst a hectic trimester system, to serve the poor. They are called to question and challenge existing social systems/structures that threaten the dignity of man. They are called to use their Lasallian education to improve society and the country.

Through the Center for Social Concern and Action (COSCA), students and faculty are given the opportunity to be of service to others. The office was established primarily, "to challenge members of the University to examine their social responsibilities in the light of Christian faith."

Your Choice

You need not think of momentous nor far-reaching projects like raising a million pesos to feed the hungry to prove our concern for our society. Social concern, as what most people perceive, is not about making other's people's lives more bearable. Social concern is looking within ourselves, finding out our gifts and capabilities, and sharing them with others.



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De La Salle's mission is clear, and the University works towards its goal with great resolve, that is to continue its long-standing tradition of producing some of the best and brightest men and women in their respective fields of endeavor.



You are La Salle's priority. That's because it realizes that you will one day become the leaders of this nation. It therefore stresses the need to develop in you the qualities an individual should possess to successfully steer this country towards progress.

Of course, the traditional Lasallian values of RELIGIO, MORES, and CULTURA will guide you in your quest for personal development because they set the standards by which you evaluate your relationship with God and with your fellow citizens.

Consistent with its mission, the University strives to foster an atmosphere of growth and learning by encouraging positive interaction among the members of the academic community which include the faculty, administration, the alumni, the support staff, the Christian Brothers and, of course, the students.

Having a harmonious relationship with the other sectors of the University is essential in moving towards institutional goals. Through all its resources, both physical and human, the University hopes to become a resource of Church and Nation by providing the Filipino youth with the kind of education they rightly deserve, one which nurtures and develops both professional skills and values such as honesty, industry, critical thinking, and social awareness among its students.

Through a Lasallian education, the University hopes to develop leaders who will be sensitive to societal needs and who will commit themselves to this country's development.

DE LA SALLE UNIVERSITY-MANILA VISION-MISSION STATEMENT

Vision

De La Salle University – Manila is an internationally recognized Catholic university established by the Brothers of the Christian Schools in 1911. Inspired by the charism of St. John Baptist de La Salle, the University harmonizes faith and life with contemporary knowledge to nurture a community of distinguished and morally upright scholars who generate and propagate new knowledge for human development and social transformation. As a resource of Church and Nation, the institution endeavors to form Lasallian Achievers for God and Country who will lead in building a just, peaceful, stable and progressive Filipino nation.

Mission

Guided by this Vision, the University will become a leading research university in Southeast Asia. With its corps of eminent faculty ably supported by visionary leaders and technology-enabled professional services, the institution will offer excellent multidisciplinary programs and build a community of learners and scholars who value the pursuit of new knowledge within the perspective of Christian ideals and values. In an academic environment permeated by excellence and scholarship, the institution will train leaders, competent professionals, scholars,



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provisions

SECTION I. GENERAL DIRECTIVES

- 1.1 All undergraduate students enrolled in DLSU-Manila and DLSU-Professional Schools, Inc. (PSI) are required to comply with the provisions of the Student Handbook (SH). They should familiarize themselves with its contents. Ignorance of any provision of the SH does not excuse any student from being sanctioned for non-compliance.

Subject to the duties and responsibilities corresponding to each right as well as the limitations provided for in the SH and provided the exercise of a right does not infringe the right of others, the De La Salle University (DLSU or University) recognizes the rights of students under the DLSU Student's Charter, more specifically the following:

- 1.1.1 The right to express concern over matters related to the quality of education they deserve;
- 1.1.2 The right to be represented in policy-making bodies in the University or in committees handling issues that concern students. This refers to the following committees:
- 1.1.2.1 Bookstore Committee
 - 1.1.2.2 Canteen Committee
 - 1.1.2.3 Canteen Inspection Committee
 - 1.1.2.4 College Councils
 - 1.1.2.5 Discipline Board
 - 1.1.2.6 Enrollment Committee
 - 1.1.2.7 Graduation Committee
 - 1.1.2.8 Honors and Awards Committee
 - 1.1.2.9 Lost and Found Committee
 - 1.1.2.10 Management Information System Committee
 - 1.1.2.11 Mission Statement Executive Committee
 - 1.1.2.12 Multisectoral Committee on the Budget
 - 1.1.2.13 Physical Facilities Committee
 - 1.1.2.14 President's Council of Representatives
 - 1.1.2.15 Security Committee
 - 1.1.2.16 Student Personnel Services Committee
 - 1.1.2.17 Scholarship and Financial Assistance (SFA) Committee
 - 1.1.2.18 Trisectoral Council
 - 1.1.2.19 University Library Council
- 1.1.3 The right to organize among themselves;
- 1.1.4 The right to express one's self provided it is exercised without malice or ill will; and

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- 1.1.5 The right to notice and hearing or due process of law.
- 1.2 All students should respect Catholic practices in campus such as praying the Angelus and praying before and after class.
- 1.3 The University recognizes the hazards of smoking to health and declares the University premises, as defined in Sec. 13.3.2.19, a “cigarette and tobacco-free area.”
- 1.4 Students should be polite and courteous towards all persons within the University Premises.
- 1.5 All students should present themselves for each class prepared.
- 1.6 Upon enrollment, students are issued original identification cards (ID) with computer-registered student numbers. Students should always have their ID in their person to be presented to authorities if requested. The ID is valid as long as the student is enrolled in the University and may not be confiscated.
- 1.7 The loss of an ID should be reported to the Discipline Office (DO) that has the authority to approve requests for the issuance of a new ID.
- Students who lose their ID for the third time should present an affidavit of loss when applying for a new one. Without the affidavit, they will not be issued a new ID.
- 1.8 Students are liable for false information in their ID, registration forms and other school documents. Students who have transferred residence or have changed their civil status should inform the Registrar’s Office in writing of the change immediately. Requests for change of address should carry the approval of the parent or guardian of the student. Any written communication sent to the last recorded address of students should be considered delivered even if returned.
- 1.9 Students are regarded as responsible individuals by the university from the time they are admitted. Consequently, it is the duty of students to keep their parents or guardians informed or updated on their academic standing, the status of their attendance including their consequences of their failures and absences. Notices regarding these matters are sent by the University only by way of courtesy and does not relieve the students of their obligation. Ignorance on the part of the parent or guardian of the academic standing of the student may not be imputed to the University.
- 1.10 The University follows CHED orders for class suspensions in cases such as typhoons, strikes, etc. Students are advised to tune in to radio and TV

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stations for official CHED announcements. If Typhoon Signal No. 1 is sounded, the following shall go into effect:

- 1.10.1 Undergraduate classes continue, unless an announcement is made by the President/Executive Vice President.
- 1.10.2 All personnel (administrators, faculty, staff) are to continue their regular schedules unless the President/Executive Vice President decides to close the campus, in which case, evening classes are automatically called-off.

- 1.11 If Typhoon Signal No. 2 is up before the beginning of classes in the morning, students (graduate and undergraduate) should come to class unless told not to by the radio or television announcements.

- 1.12 If Typhoon Signal No. 3 or 4 is sounded, the campus shall be closed. All activities are suspended.

- 1.13 In cases where Commission on Higher Education (CHED) gives the University discretion on suspension of classes, official announcements shall be posted at the gates of the University and made through radio stations, DZRH (666 AM), DZMM (630 AM), DWXL (558 AM), DWKC (93.9 FM), DWNU (107.5 FM), DWLS (97.1 FM), DWRX (93.1FM), DWKX (103.5 FM), DWLL (94.7 FM), DWRT (99.5 FM), morning television shows, the public address system, DLSU Intranet, DLSU WiSe and through the Student Council (SC).

Announcement schedule for suspension of classes will be at 5:00 a.m., 10:00 a.m., 2:00 p.m.

- 1.14 For Campus security reasons, all students should be out of campus by 10:00 p.m. unless authorized by a permit from the Office of the Assistant Vice President for Administrative Services.

- 1.15 Students who left their IDs must proceed to the South Gate Info Desk and inform the attending officer. The DO shall verify the students' enrollment and identity. The students will then be given passes to serve as their IDs for the day upon the approval of the DO.

- 1.16 The University acknowledges the right of the student to the equal access to available campus space. Benches and tables in campus meant for students shall be accessible to all who wish to use them on a principle of right by physical presence. It is understood that students will occupy only the space they needed.

No permanent "reservation right" is acknowledged by the University.

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SECTION 2. STUDENT CLASSIFICATION

- 2.1 Students enrolled in the University are classified by year level in the curriculum and according to degree programs as follows:

Year Level	Designation
Freshman	1 or Fr
Sophomore	2 or So
Junior	3 or Jr
Senior	4 or Sr
Terminal	5 or Tr

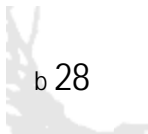
List of Degree Programs

College of Liberal Arts

Code	Degree
AB-BSM	Bachelor of Arts major in Behavioral Science
AB-BSO	Bachelor of Arts major in Organizational Systems Development
AB-BSP	Bachelor of Arts major in Social Planning and Development
BSM-BSA	Bachelor of Arts major in Behavioral Science - Bachelor of Science in Accountancy
BSM-AMG	Bachelor of Arts major in Behavioral Science - Bachelor of Science in Commerce major in Advertising Management
BSM-BMG	Bachelor of Arts major in Behavioral Science - Bachelor of Science in Commerce major in Business Management
BSM-LMG	Bachelor of Arts major in Behavioral Science - Bachelor of Science in Commerce major in Legal Management
BSM-MFI	Bachelor of Arts major in Behavioral Science - Bachelor of Science in Commerce major in Management of Financial Institutions
BSM-MMG	Bachelor of Arts major in Behavioral Science - Bachelor of Science in Commerce major in Marketing Management
AB-CAM	Bachelor of Arts major in Communication Arts
CAM-BSA	Bachelor of Arts major in Communication Arts - Bachelor of Science in Accountancy
CAM-AMG	Bachelor of Arts major in Communication Arts - Bachelor of Science in Commerce major in Advertising Management
CAM-BMG	Bachelor of Arts major in Communication Arts - Bachelor of Science in Commerce major in Business Management

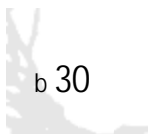
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CAM-LMG	Bachelor of Arts major in Communication Arts - Bachelor of Science in Commerce major in Legal Management
CAM-MFI	Bachelor of Arts major in Communication Arts - Bachelor of Science in Commerce major in Management of Financial Institutions
CAM-MMG	Bachelor of Arts major in Communication Arts - Bachelor of Science in Commerce major in Marketing Management
AB-DSM	Bachelor of Arts in Development Studies
DSM-BSA	Bachelor of Arts in Development Studies - Bachelor of Science in Accountancy
DSM-AMG	Bachelor of Arts in Development Studies - Bachelor of Science in Commerce major in Advertising Management
DSM-BMG	Bachelor of Arts in Development Studies - Bachelor of Science in Commerce major in Business Management
DSM-LMG	Bachelor of Arts in Development Studies - Bachelor of Science in Commerce major in Legal Management
DSM-MFI	Bachelor of Arts in Development Studies - Bachelor of Science in Commerce major in Marketing Management
DSM-MMG	Bachelor of Arts in Development Studies - Bachelor of Science in Commerce major in Marketing Management
AB-ECM	Bachelor of Arts major in Economics
ECM-BSA	Bachelor of Arts major in Economics - Bachelor of Science in Accountancy
ECM-AMG	Bachelor of Arts major in Economics - Bachelor of Science in Commerce major in Advertising Management
ECM-BMG	Bachelor of Arts major in Economics - Bachelor of Science in Commerce major in Business Management
ECM-LMG	Bachelor of Arts major in Economics - Bachelor of Science in Commerce major in Legal Management
ECM-MFI	Bachelor of Arts major in Economics - Bachelor of Science in Commerce major in Management of Financial Institutions
ECM-MMG	Bachelor of Arts major in Economics - Bachelor of Science in Commerce major in Marketing Management
AB-HIM	Bachelor of Arts major in History
HIM-BSA	Bachelor of Arts major in History - Bachelor of Science in Accountancy
HIM-AMG	Bachelor of Arts major in History - Bachelor of Science in Commerce major in Advertising Management
HIM-BMG	Bachelor of Arts major in History - Bachelor of Science in Commerce major in Business Management
HIM-LMG	Bachelor of Arts major in History - Bachelor of Science in Commerce major in Legal Management



HIM-MFI	Bachelor of Arts major in History - Bachelor of Science in Commerce major in Management of Financial Institutions
HIM-MMG	Bachelor of Arts major in History - Bachelor of Science in Commerce major in Marketing Management
AB-ISA	Bachelor of Arts in International Studies major in American Studies
ISA-BSA	Bachelor of Arts in International Studies major in American Studies - Bachelor of Science in Accountancy
ISA-ADM	Bachelor of Arts in International Studies major in American Studies- Bachelor of Science major in Advertising Management
ISA-BMG	Bachelor of Arts in International Studies major in American Studies - Bachelor of Science major in Business Management
ISA-LMG	Bachelor of Arts in International Studies major in American Studies - Bachelor of Science major in Legal Management
ISA-MFI	Bachelor of Arts in International Studies major in American Studies - Bachelor of Science major in Management of Financial Institutions
ISA-MMG	Bachelor of Arts in International Studies major in American Studies - Bachelor of Science major in Marketing Management
AB-ISE	Bachelor of Arts in International Studies major in European Studies
ISE-BSA	Bachelor of Arts in International Studies major in European Studies - Bachelor of Science in Accountancy
ISE-AMG	Bachelor of Arts in International Studies major in European Studies - Bachelor of Science major in Advertising Management
ISE-BMG	Bachelor of Arts in International Studies major in European Studies - Bachelor of Science major in Business Management
ISE-LMG	Bachelor of Arts in International Studies major in European Studies - Bachelor of Science major in Legal Management
ISE-MFI	Bachelor of Arts in International Studies major in European Studies - Bachelor of Science major in Management of Financial Institutions
ISE-MMG	Bachelor of Arts in International Studies major in European Studies - Bachelor of Science major in Marketing Management
AB-ISJ	Bachelor of Arts in International Studies major in Japanese Studies
ISJ-BSA	Bachelor of Arts in International Studies major in Japanese Studies - Bachelor of Science in Accountancy
ISJ-AMG	Bachelor of Arts in International Studies major in Japanese Studies - Bachelor of Science major in Advertising Management
ISJ-BMG	Bachelor of Arts in International Studies major in Japanese Studies - Bachelor of Science major in Business Management

ISJ-LMG	Bachelor of Arts in International Studies major in Japanese Studies - Bachelor of Science major in Legal Management
ISJ-MFI	Bachelor of Arts in International Studies major in Japanese Studies - Bachelor of Science major in Management of Financial Institutions
ISJ-MMG	Bachelor of Arts in International Studies major in Japanese Studies - Bachelor of Science major in Marketing Management
AB-ISC	Bachelor of Arts in International Studies major in Chinese Studies
ISC-BSA	Bachelor of Arts in International Studies major in Chinese Studies - Bachelor of Science in Accountancy
ISC-AMG	Bachelor of Arts in International Studies major in Chinese Studies - Bachelor of Science major in Advertising Management
ISC-BMG	Bachelor of Arts in International Studies major in Chinese Studies - Bachelor of Science major in Business Management
ISC-LMG	Bachelor of Arts in International Studies major in Chinese Studies - Bachelor of Science major in Legal Management
ISC-MFI	Bachelor of Arts in International Studies major in Chinese Studies - Bachelor of Science major in Management of Financial Institutions
ISC-MMG	Bachelor of Arts in International Studies major in Chinese Studies - Bachelor of Science major in Marketing Management
AB-LIM	Bachelor of Arts in major in Literature
LIM-BSA	Bachelor of Arts in major in Literature - Bachelor of Science in Accountancy
LIM-AMG	Bachelor of Arts in major in Literature - Bachelor of Science in major in Advertising Management
LIM-BMG	Bachelor of Arts in major in Literature - Bachelor of Science in major in Business Management
LIM-LMG	Bachelor of Arts in major in Literature - Bachelor of Science in major in Legal Management
LIM-MFI	Bachelor of Arts in major in Literature - Bachelor of Science in major in Management of Financial Institutions
LIM-MMG	Bachelor of Arts in major in Literature - Bachelor of Science in major in Marketing Management
AB-OCM	Bachelor of Arts major in Organizational Communication
OCM-BSA	Bachelor of Arts major in Organizational Communication - Bachelor of Science in Accountancy
OCM-AMG	Bachelor of Arts major in Organizational Communication - Bachelor of Science major in Advertising Management
OCM-BMG	Bachelor of Arts major in Organizational Communication - Bachelor of Science major in Business Management
OCM-LMG	Bachelor of Arts major in Organizational Communication - Bachelor of Science major in Legal Management



OCM-MFI	Bachelor of Arts major in Organizational Communication - Bachelor of Science major in Management of Financial Institutions
OCM-MMG	Bachelor of Arts major in Organizational Communication - Bachelor of Science major in Marketing Management
AB-PLM	Bachelor of Arts major in Philosophy
PLM-BSA	Bachelor of Arts major in Philosophy - Bachelor of Science in Accountancy
PLM-AMG	Bachelor of Arts major in Philosophy - Bachelor of Science major in Advertising Management
PLM-BMG	Bachelor of Arts major in Philosophy - Bachelor of Science major in Business Management
PLM-LMG	Bachelor of Arts major in Philosophy - Bachelor of Science major in Legal Management
PLM-MFI	Bachelor of Arts major in Philosophy - Bachelor of Science major in Management of Financial Institutions
PLM-MMG	Bachelor of Arts major in Philosophy - Bachelor of Science major in Marketing Management
AB-POM	Bachelor of Arts major in Political Science
AB-POG	Bachelor of Arts major in Political Science major in Governance
AB-POS	Bachelor of Arts major in Political Science major in Policy Studies
POM-BSA	Bachelor of Arts major in Political Science - Bachelor of Science in Accountancy
POM-AMG	Bachelor of Arts major in Political Science - Bachelor of Science in major in Advertising Management
POM-BMG	Bachelor of Arts major in Political Science - Bachelor of Science in major in Business Management
POM-LMG	Bachelor of Arts major in Political Science - Bachelor of Science in major in Legal management
POM-MFI	Bachelor of Arts major in Political Science - Bachelor of Science in major in Management of Financial Institutions
POM-MMG	Bachelor of Arts major in Political Science - Bachelor of Science in major in Marketing Management
AB-PSM	Bachelor of Arts major in Psychology
PSM-BSA	Bachelor of Arts major in Psychology - Bachelor of Science in Accountancy
PSM-AMG	Bachelor of Arts major in Psychology - Bachelor of Science in major in Advertising Management
PSM-BMG	Bachelor of Arts major in Psychology - Bachelor of Science in major in Business Management
PSM-LMG	Bachelor of Arts major in Psychology - Bachelor of Science in major in Legal Management

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PSM-MFI	Bachelor of Arts major in Psychology - Bachelor of Science in major in Management of Financial Institutions
PSM-MMG	Bachelor of Arts major in Psychology - Bachelor of Science in major in Marketing Management
AB-TRM	Bachelor of Arts major in Translation Studies
TRM-BSA	Bachelor of Arts major in Translation Studies - Bachelor of Science in Accountancy
TRM-AMG	Bachelor of Arts major in Translation Studies - Bachelor of Science in major Advertising Management
TRM-BMG	Bachelor of Arts major in Translation Studies - Bachelor of Science in major Business Management
TRM-BMG	Bachelor of Arts major in Translation Studies - Bachelor of Science in major Business Management
TRM-LMG	Bachelor of Arts major in Translation Studies - Bachelor of Science in major Legal Management
TRM-MFI	Bachelor of Arts major in Translation Studies - Bachelor of Science in major Management of Financial Institutions
TRM-MMG	Bachelor of Arts major in Translation Studies - Bachelor of Science in major Marketing Management
BS-Psych	Bachelor of Science in Psychology

College of Science

BS-BIO	Bachelor of Science in Biology
HUM-BIO	Bachelor of Science in Human Biology
BS-CHY	Bachelor of Science in Chemistry
BS-PCHY	Bachelor of Science in major Chemistry
BS-STAT	Bachelor of Science in Statistics
BSM-ABC	Bachelor of Science in Mathematics with Specializations in Actuarial Science/Statistics/Business Application, or Computer Applications
BS-PHY	Bachelor of Science in Physics with Computer Electronics
MED-PHY	Bachelor of Science in Medical Physics

College of Computer Studies

CS-CSE	Bachelor of Science in Computer Science major in Computer Systems Engineering
CS-NE	Bachelor of Science in Computer Science with Specialization in Network Engineering
CS-IT	Bachelor of Science in Computer Science with Specialization in Information Technology



CS-IST	Bachelor of Science in Computer Science with Specialization in Instructional Systems Technology
CS-ST	Bachelor of Science in Computer Science with Specialization in Software Technology

College of Engineering

BS-CHE	Bachelor of Science in Chemical Engineering
BS-CIV	Bachelor of Science in Civil Engineering majors in Structural Engineering, Construction Technology and Management, Hydraulics and Water Resources, Transportation Engineering
BS-ECE	Bachelor of Science in Electronics and Communication Engineering
BS-IE	Bachelor of Science in Industrial Engineering
BS-MEM	Bachelor of Science in Manufacturing Engineering and Management
BS-MEE	Bachelor of Science in Mechanical Engineering with Concentrations in Energy and Environmental Technology, Mechanical Design and Mechatronics

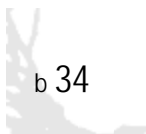
College of Business and Economics

BSC-AMG	Bachelor of Science in Commerce major in Advertising Management
BSC-BMG	Bachelor of Science in Commerce major in Business Management with Specialization in Applied Corporate Management
BSC-LM	Bachelor of Science in Commerce major in Legal Management
BSC-MFI	Bachelor of Science in Commerce major in Management of Financial Institutions
BSC-MMG	Bachelor of Science in Commerce major in Marketing Management
BSA	Bachelor of Science in Accountancy
BS-AEC	Bachelor of Science in Applied Economics
AE-BSA	Bachelor of Science in Applied Economics and Bachelor of Science in Accountancy
AE-AMG	Bachelor of Science in Applied Economics and Bachelor of Science in Commerce major in Advertising Management
AE-BMG	Bachelor of Science in Applied Economics and Bachelor of Science in Commerce major in Business Management
AE-LMG	Bachelor of Science in Applied Economics and Bachelor of Science in Commerce Legal Management

AE-MFI	Bachelor of Science in Applied Economics and Bachelor of Science in Commerce Management of Financial Institutions
AE-MMG	Bachelor of Science in Applied Economics and Bachelor of Science in Commerce Marketing Management

College of Education

EGC-APM	Bachelor of Secondary Education major in Guidance & Counseling and Bachelor of Arts major in Psychology
ERV-APM	Bachelor of Secondary Education major in Religious and Values Education and Bachelor of Arts major in Psychology
ERV-ALM	Bachelor of Secondary Education major in Religious and Values Education and Bachelor of Arts major in Literature
ERV-PLM	Bachelor of Secondary Education major in Religious and Values Education and Bachelor of Arts major in Philosophy
EME-ALM	Bachelor of Secondary Education major in English and Bachelor of Arts major in Literature
EFT-AHS	Bachelor of Secondary Education major in Filipino Translation and Bachelor of Arts major in History
EFT-ALM	Bachelor of Secondary Education major in Filipino Translation and Bachelor of Arts major in Literature
EHS-AEM	Bachelor of Secondary Education major in History and Bachelor of Arts major in Economics
EHS-ABS	Bachelor of Secondary Education major in History and Bachelor of Arts major in Behavioral Science major in Social Planning and Development
EHS-AFT	Bachelor of Secondary Education major in History and Bachelor of Arts major in Filipino Translation
EHS-ATS	Bachelor of Secondary Education major in History and Bachelor of Arts major in Translation Studies
EHN-ALM	Bachelor of Secondary Education major in Humanities and Bachelor of Arts major in Literature
ELM-AFT	Bachelor of Secondary Education major in Literature and Bachelor of Arts major in Filipino Translation
ELM-APM	Bachelor of Secondary Education major in Literature and Bachelor of Arts major in Psychology
ELM-ATS	Bachelor of Secondary Education major in Literature and Bachelor of Arts major in Translation Studies
EME-ALM	Bachelor of Secondary Education major in English and Bachelor of Arts major in Literature
ETS-AHM	Bachelor of Secondary Education major in Translation Studies and Bachelor of Arts major in Humanities



ETS-AHS	Bachelor of Secondary Education major in Translation Studies and Bachelor of Arts major in History
ETS-ALM	Bachelor of Secondary Education major in Translation Studies and Bachelor of Arts major in Literature
ETS-APM	Bachelor of Secondary Education major in Translation Studies and Bachelor of Arts major in Psychology
ECR-SMS	Bachelor of Secondary Education major in Computer Application and Bachelor of Science in Mathematics
EGS-SBY	Bachelor of Secondary Education major in General Science and Bachelor of Science in Biology
EPM-SCY	Bachelor of Secondary Education major in General Science and Bachelor of Science in Chemistry
EMS-SPC	Bachelor of Secondary Education major in Mathematics and Bachelor of Science in Physics with Specialization in Computer Applications
EMS-SPS	Bachelor of Secondary Education major in Mathematics and Bachelor of Science in Physics with Specialization Computer Electronics
ESS-SMS	Bachelor of Secondary Education major in Statistics and Bachelor of Science in Mathematics
EEM-BMG	Bachelor of Secondary Education major in Economics and Bachelor of Science in Commerce major in Business Management
EEM-MFI	Bachelor of Secondary Education major in Economics and Bachelor of Science in Commerce major in Management of Financial Institutions
EE-AHS	Bachelor of Secondary Education major in Economics and Bachelor of Arts in major in History
EEM-ALM	Bachelor of Secondary Education major in Economics and Bachelor of Arts in major in Literature
EM-APM	Bachelor of Secondary Education major in Economics and Bachelor of Arts in major in Psychology
EEM-PLM	Bachelor of Secondary Education major in Economics and Bachelor of Arts in major in Philosophy
BPE-SRM	Bachelor of Science in Physical Education major in Sports and Recreational Management

2.2 Students who are interested in shifting to another program within the same college or another college, are advised to go for career counseling with their respective college counselors. By the second week of the term, these students are also advised to secure information through postings at the bulletin boards of their Vice Dean's Office.

SECTION 3. COMMUNICATION

- 3.1 All official business with any office, unit, or department of the University, or with any administrative personnel, should be transacted in writing following the standard business letter form. Oral arrangements or agreements are not considered valid.
- 3.2 All letters, requests, etc. should be deposited at the Mailing Office found at the LS South Wing for routing, or sent directly to the person addressed. Communications from students are preferably typewritten.
- 3.3 An individual file for each student enrolled in the University is kept in the Registrar's Office. If student wishes any academic-related record to be kept in his file, he may present such data to the Registrar's Office for filing.
- 3.4 All communications should be signed with the student's name and designation (year level and degree code) viz:
- Leslie Corro 4MMG
- 3.5 Students should check the bulletin boards of their respective departments or the Mailing Center for their mail. Letters left unclaimed after two months upon date of receipt will be returned to sender or, in the absence of return address, destroyed.
- 3.6 Under special circumstances, academic-related and discipline-related information regarding students enrolled at the University may only be obtained from the OUR and DO, respectively.
- 3.7 Any person who transacts business with the Registrar's Office, Accounting Office, Discipline Office and Dean's Office for and in behalf of a student should present a duly notarized letter of authority.

SECTION 4. SOCIAL NORMS

Each student of the University is expected to act as a mature Christian at all times, whether on or off campus, showing respect for proper authority, for the rights of fellow students, and for the good name of the University. To ensure an atmosphere conducive to the formation of Filipino Christian men and women, and to maintain an order necessary for the common good, students are expected to adhere to the following norms:

- 4.1 Students are given the liberty to come to school dressed according to their individual tastes but they are urged to adhere to the conventions of good grooming. While inside the University premises, they are enjoined against using attires considered offensive to the sensibility of other members of the academic community.

Note: For a list of inappropriate attires and other fashion styles, please see the SC or DO.

- 4.2 In dealing with all the members of the University community, students are expected to observe the usual norms of politeness, etiquette and courtesy. Faculty members, administrators, or staff members, in their obligation to exercise the judgment of good parents, in loco parentis, may call the attention of students who display unbecoming behavior in campus or during officially sanctioned University activities outside campus.
- 4.3 Students should follow the usual classroom policies and procedures as well as those pre-set by the teacher provided these are communicated and accepted beforehand by the students. Any student who violates usual classroom policies and procedures, as well as those pre-set by the teacher may be asked to report to the Discipline Office and may not be admitted back to class without a re-admission letter from the D.O. The student shall be marked “absent” for every session missed from the date he or she is sent out up to the time of re-admission. This offense will be considered a minor offense.

Disregarding classroom policies if committed three (3) times may render the student liable to be asked by the University to discontinue attending classes and given a grade of 0.0 for the particular course.

- 4.4 Boisterous conduct, whistling, running or any action by students which tends to distract other students from ongoing activities in class is to be avoided.

- 4.5 Cellular phones and other electronic communication devices should be turned off or placed in silent mode during class.
- 4.6 The blackboard and chalk are to be used only for instructional and official announcements from school authorities. Feet should be kept off furniture and walls, and equipment should be handled with reasonable care and properly stored after use. Smoking, eating, drinking and playing cards in classroom are prohibited.
- 4.7 It is expected that respect and deference be showed to all visitors on campus. The usual norms of etiquette, as well as posted directions, should be carefully observed in classrooms, in the library, in the canteens, in dealing with administrative and office personnel, with members of the faculty, co-academic personnel, coeds and the security guards.
- 4.8 It is considered unethical for any student to make any unfavorable remark towards another, including sexist remarks. Areas exclusively used by men or women which are marked accordingly (ladies' and men's rooms) are off limits to the opposite sex.
- 4.9 Healthy interaction with members of the opposite sex is encouraged by the University. However, acts or gestures which tend to offend other members of the community, including public display of physical intimacy, are not tolerated.

Note: For a list of the acts considered as Public Display of Physical Intimacy (PDPI), please see the SC or DO.

- 4.10 The University encourages students to use campus facilities for business meetings and for social, cultural and recreational activities but reserves the right to deny the use of such facilities to those who do not abide by University regulations on the use of such facilities.
- 4.11 Students who invite guests from outside the campus (e.g., lectures, speakers and seminar participants) are requested to submit a visitors list to the Office of the AVP for Administrative Services, indicating the name of the campus visitors, the purpose of their visit, and the expected time of their arrival. This will be forwarded to the security-on-detail for proper information. Guests should be accorded the proper courtesy due their position or rank at all times.
- 4.12 Any report of a student exhibiting unbecoming behavior automatically brings about an inquiry by the Director of Discipline. Such action may render a student liable to be discharged from the university, upon investigation by the University Discipline Board.

- 4.13 Any student suspected to be a threat or danger to himself or herself and to others due to psychological reasons should be referred to the Director of Center for Counseling and Development (CCD). The Director in turn shall convene a committee, whose members are appointed by the Vice Dean of the College to which the student belongs. The Committee shall evaluate and recommend measures to the Vice Dean concerned on how the student can be helped. The Vice Dean, upon relevant consultation, may make a decision on whether to allow the student to enroll or to go on leave. This decision is final and executory.
- 4.14 Students may not participate in any outside activity, contest, play, band, orchestra, choir, conference, association, society, or group as representative of the University or any of its recognized student organizations, without written authorization by the Dean of Student Affairs. Participation in activities as individuals and not as representatives of the University is, of course, not contemplated in this reservation.
- 4.15 Students may release to the press, or similar channels of public communication notices of University or student activities, only after securing clearance from the Marketing Communications Office (MCO) through the Dean of Student Affairs (DSA).
- 4.16 Hazing and initiation activities that clearly inflict bodily or psychological harm or demean the dignity of the individual are not allowed. Such act constitutes a major offense and is subject to the disciplinary sanctions listed in this handbook. The University is not responsible for the actions of students who on their own, without regard for the existing law, and despite awareness of possible grave punitive sanctions, will engage in such activities, either actively or passively.
- 4.17 Guidelines on Academic Honesty
Preparations of Papers and Other Works: Plagiarism
- All works submitted such as homeworks, assignments, papers, examinations and the like are expected to be the student's own work. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term "sources" includes not only published primary and secondary material, but also information and opinions gained directly from other people. The responsibility for learning the proper forms of citations lies with the individual student. Quotations must be properly placed within quotation marks and must be completely acknowledged. Whenever ideas or facts are derived from a student's reading, research, the sources must be indicated.

Students who reiterate or draw on ideas or facts used in another paper that they are writing, or have written, must cite that other paper as a source.

A computer program written to satisfy a course requirement is, like a paper expected to be original work of the student submitting it. Copying a program from another student or any other source is a form of academic dishonesty, as is deriving a program substantially from the work of another.

Students' papers and other works are expected to be submitted to only one course. If the same or similar work is to be submitted to more than one course, the written permission of all instructors involved must be obtained. (Adopted from the Harvard University Handbook through the INTERNET)

- 4.18 The University recognizes the value of being genuinely concerned for the environment. All members of the University are encouraged to observe practices which put this value into action.

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SECTION 5. FEES, SCHOLARSHIPS & PAYMENTS

- 5.1 Tuition and special fees are posted on the administrative bulletin boards prior to and during the enrollment period.
- 5.2 The University, through its Scholarship and Financial Assistance (SFA) Office, offers scholarships to deserving students who pass the screening. The programs of assistance include the University Student Aid Funds, endowed scholarships, annual grants, scholarship by outside entities, tuition discounts, family tuition privilege, and the loan program. Interested students may inquire at the SFA Office for information.

Note: Loans are available to upperclassmen who cannot meet the deadline for payments of tuition. These are short-term, interest-free loans which are payable within the term. This loan can only be availed of once every school year and entails no processing fee.

- 5.3 Claims for refund are made according to the following memorandum from the Commission on Higher Education:

When a student registers in a school, it is understood that he is enrolling for the entire school year for elementary and secondary courses, and for the entire semester for collegiate courses. A student who transfers or otherwise withdraws, in writing within two weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full for any length longer than one month, may be charged 10 percent of the total amount due for the term if he withdraws within the first week of classes, or 20 percent if within the second week of classes, regardless of whether or not he has actually attended classes. The student may be charged all the school fees in full if he withdraws anytime after the second week of classes.

Note: This section does not apply to Undergraduate Summer Classes.

- 5.4 Students may opt to avail of the Over-the-Counter Collection Facility in paying their tuition and fees. Copies of the guidelines and procedures are available at the Accounting Office.
- 5.5 Deadlines for payment of tuition and fees are posted on the administrative bulletin boards and printed on the Student's Enrollment Assessment Form (EAF). Students who have not paid anything as first installment on the stipulated deadline will be asked to file for an official Leave of Absence (LOA) for the term through the Office of the Vice Dean concerned. Such

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MODE OF PAYING TUITION AND FEES:

1. Full Payment:

Freshmen and transferees shall pay in full every term for one year.
 Cross-enrollees, graduating students and upperclassmen with assessments of P 8,000 and below shall pay in full.
 Students may opt to pay in cash, check or manager's check. For security reasons, payment by check is encouraged.

For check payments:

- a) Postdated checks shall not be accepted.
- b) Checks shall be currently dated and not stale, i.e., dated 6 months or more prior to the actual date of payment.)
- c) Alterations on the check (e.g. misspelled words, wrong date, wrong amount written over with the correct one) shall be signed by the authorized signatory.
- d) At the back of the check, the following correct information shall be written: Name, ID Number, Course/College, Address, and Telephone Number

2. Installment Basis:

- a. An installment fee of P200.00 will be charged to the students.
- b. Computation of 1st Payment :
 Undergraduate: 60% of total assessment but should not be lower than P6000 + installment fee
 Graduate: 50% of tuition and 100% of fees + installment fee and other charges
- c. The balance is payable on or before the set deadline.
- d. Computation of Balance:

Assessment as per EAF:		P21,660.00
Add: Manual Assessments:		
Installment Fee	200	
Late Payment	200	400.00
Total Assessment		22,060.00
1st Payment on Installment:		
(P21,660 x 60%)		P12,996.00
Installment Fee	200	
Late Payment	200	400.00
		13,396.00

Balance Due		P8,664.00
		=====

Students paying on installment basis who fail to pay the balance on the stipulated deadline will be allowed to complete the remainder of the term. However, such students will not be allowed to enroll for the next trimester and their transcript of records and transfer credentials will be withheld until the balance is paid. In addition, a surcharge will be imposed upon payment of the balance.

Late Payment Fees :

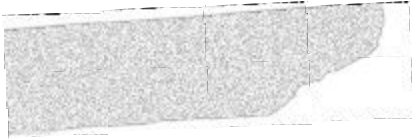
On the Initial Payment: A deadline is normally set for paying the fees without surcharge. The Accounting Office charges a Late Registration Fee (LRF) if payment is made after the deadline. Graduate Students except those who are doing their thesis and taking up audit subjects are subjected to the following fees:

Start of Classes:	P200
2nd Week:	300
3rd Week:	400
Beyond 3rd Week:	400 + 100/working day of delay.

Students with scholarships, athletes and Faculty members under the Faculty Development Program must submit to Student Accounts their Financial Assistance Certification from STUFAP within the deadline imposed on regular students. Otherwise, they will also be subjected to late payment fees.

On the Balance: Any payment of the balances beyond the deadline will incur a penalty. The surcharge to be imposed upon the date the account is settled as follows:

Within the 1st Week after the deadline:	P100	
Within the 2nd Week after the deadline:	200	
Beyond 2 weeks after the deadline:	300	but in no case shall it exceed 500.



students will also be charged an amount equal to 10% of their assessment as retention fee regardless of whether the student attended classes or not.

5.6 Leave of Absence (LOA)

A student who files a leave of absence will be refunded if he/she submits his/her LOA form within the following dates:

Before start of classes (Total payment less registration fee)

First Week (90% of the total assessment)

Second Week (80% of the total assessment)

NO REFUND AFTER THE SECOND WEEK EXCEPT when the student is considered **INELIGIBLE**. In this case, the refund will be 100% of the total assessment or in the case of an installment basis, the amount to be refunded will be the amount paid by the student.

Students who paid on installment basis and, eventually, files a leave of absence after the second week of classes will still have to pay the balance of their tuition and fees.

5.7 Returned Checks

The responsibility of ensuring the check is good rests with the students. They should verify that their check has been honored by the bank and, in case it has been dishonored, should settle their account immediately by paying in cash. Failure to do so will automatically result in the deletion of the student's name from the official enrollment list.

The student who paid within the regular enrollment period and whose check was subsequently dishonored will incur a penalty of P500. The following additional charges will be imposed if the said check was replaced within the following:

Within the 1st week of classes:	P	200.00
Within the 2nd week of classes:		300.00
After the 2nd week:	+	P100/working day of the delay.

Students whose checks have been dishonored may no longer make subsequent payments using checks. Only cash and manager's check will be accepted.

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5.8 Every student is covered by a Personal Accident Insurance. The coverage is 24 hours, on & off campus, for injuries caused by the accident. Benefits are as follows:

- 5.8.1 Accidental Death and Reimbursement
- 5.8.2 Medical Reimbursement
- 5.8.3 Burial Expense
- 5.8.4 Murder and Unprovoked Assault

Procedures to be followed when availing of student insurance:

1. Submit the following documents to 1911 Insurance Corp. (LS108). These documents must be submitted within one year from the date of the accident. You may inquire about the amount you can claim from the office.
 - I. In cases of Accidental Death or Murder:
 - a. Death Certificate (certified true copy)
 - b. Accidental Report or Police Report
 - c. Official Receipt of Burial Expenses
 - II. In cases of Injury (Reimbursement of Medical Expenses Incurred)
 - a. Medical Certificate
 - b. Accident Report or Police Report
 - c. Original copy of Official Receipts of expenses (hospital bills, professional fee of doctors, medicine)
2. Claim the check after two-weeks at Window G of the Accounting Office.

Exclusions:

Suicide, bacterial infections, certain murder and assault, war or organized hostilities, strikes, nuclear radiation, professional athletics, mountaineering, scuba diving, aerial sports, racing, mine cave-ins.

5.9 All financial business is transacted through the Office of the Controller at the Student Accounts window.

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SECTION 6. ATTENDANCE

- 6.1 Prompt and regular attendance in all classes is required of all students throughout the term.
- 6.2 A student is considered absent from class if he or she is not present within the first third fraction of the scheduled class time but not to exceed thirty minutes.

Thus, a student is considered absent if he or she arrives after:
20 minutes for a 60-minute class;
30 minutes for a 90 to 180 minute class (laboratory or lecture)

- 6.3 A student is considered absent or tardy from class if he/she is not present within the first third fraction of the scheduled class time but not to exceed thirty minutes.

Tardiness during summer classes shall be treated following the guidelines defined in Section 6.2.

- 6.4 Members of the faculty are expected to begin their classes promptly. However, unavoidable circumstances may cause them to be late for class. In such cases, the following guidelines are to be observed:

For 60-minute classes, students should not leave until after 20 minutes, for 90 to 180-minute classes, students should wait 30 minutes. Students may be marked absent by a professor if they leave their classes earlier than the prescribed time.

- 6.5 Students render themselves ineligible for a passing grade in a given subject for the trimester if they are absent from class for more than two and a half times the number of class meetings in a week, such as: more than 12-1/2 times in a class meeting five times a week; more than 10 times for a class meeting four times a week; more than 7-1/2 times for a class meeting thrice a week; more than five times for a class meeting twice a week; more than 2-1/2 for a class meeting once a week.
- 6.6 Before a student accumulates the number of absences that renders one ineligible for a passing grade, the faculty member warns the student. However, it is still the student's responsibility to keep a record of his or her absences and he or she may verify such from the faculty member concerned. The University has no obligation to inform parents about the number of absences their sons/daughters have incurred.

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- 6.7 Regulations regarding approved absences are as follows:
- 6.7.1 An approved absence is one authorized by the Dean of Student Affairs because a student has to attend an official function or activity. The approved absence form shall be recommended for approval by the University official concerned.
 - 6.7.2 Absences due to sickness are not considered approved absences and should therefore be counted against the student's attendance even if certified to by a doctor, parent or guardian. However, a faculty member may give special consideration to a student who has been absent due to sickness if he or she, aside from showing great scholastic aptitude, has been consistently performing well. In case of absences due to prolonged illness, a student or his or her duly authorized representative should notify the Vice-Dean as soon as possible who shall recommend the appropriate action to be taken.
 - 6.7.3 Students with approved absences should not be put to disadvantage. Students are encouraged to communicate to the faculty concerned about the exceptional circumstances of their absences.
- 6.8 A student who absents himself or herself is held responsible for all assignments and for the entire content of the course missed, regardless of the reason for his or her absence. The student is encouraged to consult with his or her teacher regarding his or her current academic status.
- 6.9 Only students who are enrolled for credit or audit are allowed to attend classes.
- 6.10 Dean's Lists of the preceding trimester are given the privilege of unlimited cuts or absences in academic subjects during the current trimester upon presentation to the faculty member of a Certificate for Unlimited Cuts from the Registrar's Office.

6.10.1 Academic courses are those offered and taught by academic departments and, as such, are under the supervision of an academic dean.

6.10.2 ORIENT, ROTC and WORDPRO are non-academic courses. P.E. is classified as non-academic courses for students with ID number 91 and below.

6.11 Once a student accumulates half of the number of absences that renders one ineligible for a passing grade, the faculty member warns the student. However, it is still the student's responsibility to keep a record of his or her absences and he or she may verify such from the faculty member concerned.

6.12 The dean of the college in which the student is enrolled has the final power to adjudicate all problems arising due to absences from regularly scheduled classes in the college.

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SECTION 7. EXAMINATIONS

- 7.1 A student who takes an examination should present his or her ID when required.
- 7.2 During examinations, a student may not leave the assigned place without the permission of the proctor-in-charge.
- 7.3 A student caught talking, possessing notes or textbooks of any kind (unless authorized), using cell phones, giving and receiving or attempting to communicate during examinations shall be given a grade of 0.0 in the course. The student may also be subjected to administrative sanction as the University deems fit to impose. (cf. Section 13, Student Discipline)
- 7.4 A student caught cheating in any examination, test or quiz may be punished with a grade of 0.0 in the examination or in the course subject to the provisions of Sec. 13.2.4.2. Plagiarism set forth in Sec. 4.17 shall also be punished with a grade of 0.0 in the course without prejudice to an administrative sanction.
- 7.5 A student who completes his or her examination should submit his or her paper only to the proctor.
- 7.6 Final examination schedules are normally posted on the administrative bulletin boards two weeks before the examinations. A student with conflicting examination schedules should notify the Vice Dean of the College to which the student belongs who has the final authority to adjudicate all problems arising from final examination schedules.
- 7.7 Final examination booklets and other necessary papers shall be distributed to the student in the examination room.
- 7.8 A form shall be secured from the OUR and a fee shall be paid at the Accounting Office for each special or validating final examination requested by a student if the reason is not due to conflict in examination schedule.
- 7.9 A University policy of exempting students from final examinations is implemented under the following guidelines:
- 7.9.1 Faculty members are given the right to exempt a student from final examination provided the student has a pre-final grade of at least 3.0 and provided further that such exemption is not contrary to departmental policies. This right of the faculty is made a policy

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of the University, but the faculty member is under no obligation to grant any examination exemption.

- 7.9.2 At the beginning of the course, faculty members shall convey to their students of their personal policy on final examinations and shall also stipulate the criteria for exemption.

Note: The College of Engineering has adopted a policy of not allowing exemption in those courses which will be covered in the professional board exams.

- 7.10 Faculty members are not obliged to give special or late examination to any student who fails to take a long, mid-term or final examination during a regular schedule. A student who is absent for a valid reason may approach the faculty member concerned to request for special consideration.
- 7.11 Students have the right to know their class standing anytime after the release of their midterm grades and again before the final examinations. They also have the right to see their graded quizzes and other work which will have bearing on their grades before the final examinations.
- 7.12 Students have the right to see their duly corrected final examination papers and the computation of their final grades during course card distribution day

SECTION 8. CREDIT AND GRADING

- 8.1 In general, credit for a course is determined by the number and length of class meetings per week per trimester. Thus, a class meeting for three hours a week for one trimester gives three hours of credit. Some classes designated as laboratory require two or three hours to equal one trimester hour of credit. Variations from these rulings are indicated in the University Catalogue description of courses. A full-time student is defined as one who carries a load of 12 units or more during the regular trimester. Students are expected to carry not fewer than 12 credit hours per trimester unless specified by their flowchart, or they are graduating.
- 8.2 The maximum academic load for students is 18 units for regular terms and 7 units for summer term. A student may be allowed to enroll 20 units of academic courses during a regular term if the additional 2 units is a PE course. Graduating students whose last term falls on a regular term may take an academic overload of 6 units following the CHED guidelines.

Table 8.1. Grading System

Grade Point Equivalence	Description	Equivalence
4.0	Excellent	97-100
3.5	Superior	93-96
3.0	Very Good	89-92
2.5	Good	85-88
2.0	Satisfactory	80-84
1.5	Fair	75-79
1.0	Passed	70-74
0.0	Failed	below 70
9.9	Deferred (only for specific courses)	
6.5	Withdrew (only for specific courses)	
	* (9.9 is automatically changed to 0.0 after one term if not completed.)	

- 8.3 The University adopts the numerical grading system. (See table 8.1) The grade INC (“Incomplete”) does not exist in the grading system.
- 8.4 The following Grading system is also used in special courses with the approval of the Dean of the College.

PASS (70% and above): no grade point equivalence
FAIL (69% and below): no grade point equivalence

Table 8.2. How to Compute your GPA

Example 1. Trimestral GPA

Courses	Credit Units	Grade Points	Honor Points
ECONRE1	3	4.0	12.0
POLECON	3	3.0	9.0
RELSTRI	3	3.5	10.5
MARKETI	3	2.5	7.5
QUATECH	3	3.0	9.0
INTFICT	3	2.5	7.5
PEFORTS	2	3.5	7.0
Total	20		62.5

62.5 total honor points

G P A : 20 total credit units = 3.125

Example 2. Cumulative GPA

	Load	HonorPoints	GPA
1stTerm	18 units	45	2.500
2ndTerm	15	42	2.867
3rdTerm	20	62.5	3.125
	53 units	149.5	

149.5 honor points

Cumulative GPA: 53 credit units = 2.821

Note: It is incorrect to simply get the average of the GPAs, as in $(GPA1 + GPA2 + GPA3)/3$ to obtain your cumulative GPA.

The following course types may use the above-mentioned grading system: Seminar-type courses, thesis project studies, non-academic courses, freshmen remedial courses, and independent study courses.

- 8.5 Only grades in academic courses are included in the computation of either the trimestral or cumulative GPA. Grades in WORDPRO, ROTC, ORIENT courses with Pass or Fail grades, and courses with zero credit, are not included in the computation of the trimestral or cumulative GPA. Grades in P.E. will not be included in the computation of the GPA of students with ID number 91 and below.

The trimestral GPA refers to the weighted average of grades in all academic courses taken in a given trimester, whereas the cumulative GPA refers to the weighted average of grades in all academic courses from the first term in which the student was enrolled up to the trimester just finished.

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- 8.6. The GPA may be obtained through the following procedure: (*See Table 8.2*)
- 8.6.1. Multiply the credit for each course by the corresponding grade points merited in each course to get the honor points.
 - 8.6.2. Add all the honor points to get the total; and
 - 8.6.3. Divide the total honor points by the total number of credit units during the trimester. Indices are computed to four decimal places rounded off to three.
- 8.7. Grades in courses taken by a DLSU student cross enrolled in another school will be included in the computation of his GPA provided:
- 8.7.1. the course is not offered at DLSU-Manila;
 - 8.7.2. there is a cross-enrolment permit signed by the Chair of the Department, Dean/Vice Dean of the College and by the University Registrar.
 - 8.7.3. that in case the grade in a course taken in another school will be included in the computation of the GPA, units of said course may be considered part of the 80 percent of units that must be taken at the University to qualify for honors.
 - 8.7.4. the student enrolls for the course in the consortium school with which the University shares the program or degree.
- 8.8. Credit and Grading for Transferees are as follows:
- 8.8.1. Courses taken in other schools by transferees may be credited, provided that the number of units to be credited does not exceed 20% of the total number of units required in the program at DLSU-Manila;
 - 8.8.2. Only the grades in courses taken in DLSU-M shall be included in the computation of the CGPA.
- 8.9. Any and all grades obtained in academic courses are included in the computation of the trimestral and cumulative GPA for as long as such grades have been obtained at the University, regardless of the program under which they were obtained.
- 8.10. In subjects with lecture & laboratory courses, the following general policies apply:
- 8.10.1. The laboratory course is a co-requisite of the corresponding lecture course, both should be taken during the same term;
 - 8.10.2. Separate grades are given for the lecture and laboratory courses unless specified otherwise by the department concerned;
 - 8.10.3. If a student drops the lecture course, he or she must also drop

- the laboratory course. However, a student may drop the laboratory course without dropping the lecture course unless specified otherwise by the department concerned;
- 8.10.4 If the student fails in either the laboratory or lecture course, he or she should re-enroll only in the failed subject; and
 - 8.10.5 Students have to pass both the lecture and laboratory courses in order to proceed to the succeeding course(s) unless specified otherwise by the college concerned.

NOTE: For other relevant policies, students are encouraged to check with the respective Colleges.

- 8.11 A drop system from courses is covered by the following guidelines:
 - 8.11.1 A student may drop a course up to the fourth week of classes. However, a student may drop ROTC and Orient courses with the approval of the Vice-Dean and if there is conflict in schedule with academic subjects.
 - 8.11.2 Refunds for dropped course(s) will follow the CHED approved policies governing refunds.
 - 8.11.3 A dropped course will not appear in records of the student for the term during which it was dropped.
 - 8.11.4 A student should maintain the minimum 12-unit load even after dropping certain courses.
- 8.12 Grades left blank on grading sheets submitted to the OUR by faculty members because of the student's failure to take the final examination automatically become 0.0 two weeks after course card distribution.
- 8.13 Students who wish to petition for a change in a trimestral grade should ask the faculty member(s) concerned to fill out the necessary forms and comply with the procedures for change of grade. Applications for change of grade by faculty members (using appropriate form for change of grade) will be entertained only if such completed forms are received at the OUR within two weeks from the deadline for submission of the trimestral final grades. After this deadline, no petition for change of grades shall be honored and the original shall be retained.
- 8.14 Students should ensure that the list of courses and sections in their EAF as issued by the OUR is correct. They should also ensure that they are attending the correct courses and sections.

Students who fail to drop are considered officially enrolled and are therefore, covered by all the provisions applicable to enrolled students.

8.15 All requests for changes in courses, sections, etc., should be made within the adjustment period. Special adjustments will be given for meritorious reasons within the first week of the trimester. Applications for change are made using the forms available at the Dean's Office and OUR subject to the Dean's or University's Registrar's approval. A fee will be charged for each change of course, section, etc. after the student has completed his registration.

8.16 Audit courses are applied for during the last day of adjustment and are subject to availability of slots and approval of the Chair and Dean.

Auditing students or auditors are those who want to sit in classes only for the purpose of increasing their knowledge of the subject matter or acquainting themselves with classroom procedures and without any intention of having these courses credited. Student auditors, therefore:

8.16.1 may attend such classes only when they wish to, and incur any number of absences;

8.16.2 may not be given examinations by the professors; and

8.16.3 may not apply for course credit within the term, following the provision in Section 8.18.

Enrollment forms and procedures for audit courses are available at the Registrar's Office. Special audit fees are payable at the Accounting Office.

8.17 Audit courses are not included in the computation of the total number of unit-load for the term for purposes of computing GPA.

8.18. Within the first week of classes, audit courses may be converted to credit courses and as such are included in the computation of the GPA upon the recommendation of the Department Chair in consultation with the Vice Dean and approved by the OUR, provided that the rules on the maximum units enrolled are not violated.

8.19 Non-continuation of academic studies in the University is covered by the following guidelines:

8.19.1 The following are ineligible to continue studies at the University:

8.19.1.1 Upperclassmen who obtain a cumulative GPA of less than 1.0 at the end of the third trimester of any school year of their residence in the University may not re-enroll. For freshmen, the cumulative GPA is assessed at the end of three consecutive trimesters starting from the term of entry, notwithstanding any LOA.

8.19.1.2 Upperclassmen who incur at least 15 units of accumulated units of failure in academic courses by the end of each school year, notwithstanding any LOA, are ineligible to enroll. Freshmen are rendered ineligible to continue their studies in the University if they incur at least 18 units of accumulated units of failure in academic courses by the end of the third trimester starting from the term of entry notwithstanding any LOA.

8.19.1.3 For students with ID number 101 and below: those under the Liberal Arts, Science, Business and Economics and Education single degree programs who have accumulated 24 units of failure and those under the LIA-COM, Engineering, Computer Studies, COM-COM, and Education double degree programs who have accumulated 27 units of failure in academic courses at the end of any trimester are ineligible to enroll.

For students with ID number 102 and above: those under the Liberal Arts, Science, Business & Economics, and Education single degree programs who have accumulated 24 units of failure, under the Computer Studies programs who have accumulated 27 units of failure, and under the LIA-COM, Engineering, COM-COM, and Education double degree programs who have accumulated 30 units of failure in academic courses at the end of any trimester are ineligible to enroll.

After proper evaluation, students (regardless of program) incurring at least 50% of the maximum allowable accumulations in academic courses shall have their EAFs withheld. A student who reaches the failure limits specified in any subsequent trimester will not be allowed to enroll in the University.

Responsibility for evaluation of eligibility still lies with the student. Ineligibility or suspension does not depend on prior notice by the College Dean or Academic Adviser.

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- 8.19.2 Any failure incurred is automatically added to previous accumulated units of failure. Only students who have not reached the maximum allowable accumulated failures may re-enroll any failed course. If he or she receives a grade of 2.5 or higher in the re-enrolled failed course, the original failure will not be counted in the accumulation of the number of units failed. However, all failures will still be counted for purposes of GPA computation and will be reflected in the transcript of records.
- 8.19.3 Pre-enrollment of students who have become ineligible will be invalidated automatically.
- 8.19.4 Students having 57 or fewer units remaining in their curriculum and having accumulated the maximum number of units of failure set per program will not be allowed to carry a load of more than 12 units for the following term.
- 8.20 A student who has exceeded the number of terms prescribed in his or her program flowchart will have to secure permission from the Vice Dean to continue enrollment in the University.
- 8.21 All students are encouraged to complete the two (2) NSTP courses in their first year.
- 8.22 Subject to the approval of the Department Chair, the College Vice Dean, and the University Registrar, a student may, upon request, be allowed to take special classes only under any of the following conditions:
- 8.22.1 The student is graduating at the end of the term and the course to be taken as a special class is not offered for the term;
 - 8.22.2 The student is graduating at the end of the term and the schedules of the regular sections of the course to be taken as a special class conflict with other enrolled courses of the student;
 - 8.22.3 The course to be taken as a special class is indicated in the program flowchart as a regular offering for the term but is not offered; and
 - 8.22.4 Other cases deemed meritorious by the Department Chair, the College Vice Dean, and the University Registrar.

Summer classes

- A. Grades earned in subject enrolled for in the summer term will be computed as part of the third trimester GPA of the immediately preceding school year.
- B. Academic failures in the summer term will be included as part of the accumulations of the immediately preceding school year.
- C. Evaluation of a student's eligibility status, taking into account all other policies in Section 8.19 of the Student Handbook, is premised on conditions A and B above.
- D. Students who have become INELIGIBLE as of the end of the third trimester of the preceding school year, based on Section 8.19 of the Student Handbook are not qualified to take summer classes and therefore, should drop their courses in the event they have been allowed to pre-enroll. Courses enrolled for will subsequently be invalidated. These courses will be fully refunded for their tuition and fees.

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SECTION 9: TRIMESTRAL HONORS

9.1 The Dean's Honors List that is published at the end of the trimester recognizes superior scholastic achievement. To qualify for the Dean's Honors List, students should:

- 9.1.1 carry a minimum course load of 12 academic units unless specified in their flowchart;
- 9.1.2 not have a grade below 2.0 in any academic course;
- 9.1.3 not have a failure in any course, including WORDPRO, ROTC, ORIENT, courses with Pass or Fail grades, and any zero-credit course;
- 9.1.4 not have been found guilty of cheating or academic dishonesty as provided for in the Student Handbook; and
- 9.1.5 have a GPA of at least 3.000 as indicated below:

First Honors:	GPA is 3.400 or higher
Second Honors:	GPA is 3.000 or higher

9.2 Students who qualify for the Dean's First and Second Honors Lists are entitled to receive a Jose Rizal Certificate from the Dean's Office.

Students who are included in the Dean's Honor's List for the entire school year are recognized during the annual Academic Recognition Day held in the first trimester of the succeeding school year.

Students who are included in the Dean's First Honors List for the first 6 consecutive terms shall be automatically admitted as candidate members for the Jose Rizal Honor Society and shall be recognized during the annual Academic Recognition Day.

9.3 Students on the Dean's First and Second Honors List in a particular trimester are entitled to unlimited cuts or absences in academic courses for the succeeding trimester. Students who will be enrolling only in a practicum course on the succeeding term may avail of the privilege upon their return to the University provided they passed the course.

9.4 In case a student is enrolled in an academic course with a Pass or Fail grade, the number of credit units of such a course will not be included in the total number of credit units for purposes of computing trimestral GPA. Such number of units, however, are included in the computation of the total number of units for purposes of qualifying for trimestral honors.

9.5 Any request for interpretation or clarification of rules about honors should be forwarded to the Chairman of the Honors and Awards Committee.

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SECTION 10: GRADUATION

- 10.1 Only students who have successfully completed all the courses in their curricula are eligible for graduation. Students may not participate in any commencement activity unless all curricular requirements are completed and administrative sanctions, if any, are served.
- 10.2 The OUR will post announcements regarding the procedures and deadlines for filing the Letter of Intent to Graduate (LOI) for students who may qualify to graduate at the end of the term.
- 10.3 A transcript of all courses taken in other schools should be in the candidate's individual file in the Registrar's Office well in advance of graduation.
- 10.4 Upon graduation, students who have remained on the Dean's First Honors List for all terms of their program at the University shall be admitted to full membership in the Jose Rizal Society and shall receive a special Jose Rizal Honors Award. The trimesters, during which students undergo practicum or on-the-job training and during which they are not entitled to receive dean's list honors, shall not be included in reckoning the terms spent in the University, provided they pass the practicum requirement.
- 10.5 Students maintaining the required academic standards may be recommended by the Honors and Awards Committee for graduation honors of *summa cum laude*, *magna cum laude*, *cum laude*, and Honorable Mention.
 - 10.5.1 In order to graduate with honors, 80 percent of the total credits earned toward the degree must have been earned in residence at the University.
 - 10.5.2 Pass or Fail grades in WORDPRO, ROTC, ORIENT courses and courses with zero credit, do not count in the computation of the cumulative GPA in determining eligibility to graduate with honors.
 - 10.5.3 The GPA of a graduating student refers to his/her cumulative GPA. The following cumulative GPA requirements apply to students graduating with honors:

HONORS	GPA
Summa Cum Laude	3.800
Magna Cum Laude	3.600
Cum Laude	3.400
Honorable Mention	3.000

- 10.5.4 Students with a grade of 0.0 in any academic or non-academic course are disqualified from graduating with honors.
- 10.6 Loyalty awards are given to students who have completed their schooling at the University, or at any school run by La Salle Brothers, from the first grade of their elementary studies. Students who officially stopped studying at the University or any school run by La Salle Brothers through the issuance of a Transfer Credential (Honorable Dismissal) are disqualified from receiving loyalty awards from the University.
- 10.7 Other special awards may be given to graduating students as determined by the Honors and Awards Committee.
- 10.8 Graduates may also be awarded special honors for excellence in their major fields based on criteria determined by each academic department.

SECTION 11. DISCONTINUANCE OF STUDIES

- 11.1 The following are ordinary means of discontinuing studies:
 - 11.1.1 A certificate of Transfer Credential (Honorable Dismissal) issued by the University Registrar for reasonable cause on petition by the student, if he/she is of legal age, or on his/her behalf by a legal guardian, if the former is still a minor.
 - 11.1.2 Expulsion is initiated by the University for the commission of a major offense(s) specified in this Handbook (cf. Section 13). Expulsion carries the warning that other educational institutions should not accept the person expelled.
- 11.2 A certificate of Transfer Credential (Honorable Dismissal) should be requested from the University Registrar when circumstances render such a step necessary. This certificate should be requested for as soon as a student decides to discontinue his or her studies at the University. In order to secure this certification, the same clearance for taking final examinations is required.
- 11.3 If a student discontinues his or her course or accumulates more than the maximum number of allowable absences for that course without written permission from his or her dean, a grade of 0.0 shall be recorded for the course.
- 11.4 No records shall be supplied to any student whose accounts have not been settled with the Student Accounts Office.
- 11.5 A notice of at least one week should be given by the student who wishes to secure a copy of his or her collegiate records.
- 11.6 The Transcript of Records is a complete record of a student's work in the University. It may be official (with school seal and signature of University Registrar) or unofficial and may be requested at the OUR.
 - 11.6.1 Transcript of Records intended to transfer credits of a student or graduate to another institution of learning is official and may not be hand-carried, but is sent directly from the OUR to the school which the student or graduate wishes to transfer credits to. Such Transcript of Records may only be sent to the OUR to another school if and when the student or graduate has filed for Transfer

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Credential and upon receipt of the request from the requesting school.

- 11.6.2 Transcript of Records intended for evaluation by a school for possible admission, whether for continuance of studies or for further studies, should be official. It shall be marked "For Evaluation Purposes Only" and may be hand-carried.
 - 11.6.3 Transcript of Records intended for employment purposes whether complete (graduate) or not, should be official. It shall be marked "For Employment Purposes Only" and may be hand-carried.
 - 11.6.4 Transcript of Records intended for other purposes, whether complete (graduate) or not, may be unofficial, without any markings, and may be hand-carried.
- 11.7 Students' IDs will be invalidated by the OUR on the course card distribution day of their last term.
- 11.8 In meritorious cases, a student may apply to drop from all courses or not enroll for a specific term(s) by filing a Leave of Absence (LOA) approved by the Vice Dean and the University Registrar. No leave of absence forms will be processed after the midterm except for special cases endorsed by the Vice Dean to the OUR.

To return, a student with a valid LOA for all the trimesters of absence proceeds to the Office of the Vice Dean at least a week before the start of classes to enroll for the following term.

A student without a valid LOA for all the trimesters of absence is considered to be on Absence With Out Leave (AWOL). As such, he/she should proceed to the OUR at least two (2) weeks before the start of classes for procedures to apply for re-admission and enrollment for the following term. Returning students on AWOL shall be assessed a returnee fee.

- 11.9 Any leave of absence, or extension of a leave, not formally approved by the Vice Dean and the University Registrar shall be considered as absence without leave (AWOL) in which case the University reserves the right to refuse to re-admit the student.

Any student applying for LOA within 2 weeks after the beginning of classes should be refunded that portion of the fees he or she paid in accordance with Section 5.5.

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SECTION 12. STUDENT ACTIVITIES

The University recognizes the importance of developing creative and responsible student leaders who will eventually assume the mantle of leadership in their chosen fields of endeavor. For this purpose, it seeks to encourage the formation of students groups that pursue clearly established common objectives and the initiation of student-directed endeavors set up along social, cultural, religious, literary, educational or recreational lines.

12.1 General Policies

The establishment and operation of student organizations in the University are governed by the rules and regulations concerning student organizations and their activities within school campuses.

12.2 Authority to Operate

Students desiring to establish, join, and participate in student organizations on campus may do so as a right, subject only to reasonable regulations promulgated by the University through the Dean of Student Affairs (DSA), in return for recognition by, affiliation with and support from the DSA. It is also understood that organizations or publications of students that exist or operate outside the system of school recognition shall continue to be governed by law.

12.3 Forming a Student Organization

12.3.1 The Aspiring Organizations Accreditation Committee (AOAC)
The primary role of the AOAC is to facilitate the recognition of aspiring organizations into the university system. It is likewise tasked to make policies affecting the recognition of aspiring organizations.

12.3.2 Objectives of the AOAC

- 12.3.2.1 To screen the application of aspiring organizations;
- 12.3.2.2 To prepare aspiring organizations in the rudiments of a recognized organization;
- 12.3.2.3 To facilitate the admission of successful aspirants in the other SPS offices;
- 12.3.2.4 To recommend and make policies regarding aspiring organizations.

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12.3.3 Composition of the AOAC

- 12.3.3.1 OSAc Director. In the absence of the OSAc Director, the Coordinator for Operations takes over.
- 12.3.3.2 CSO Chairperson
- 12.3.3.3 SC VP for Activities

12.3.4 General Policies of the AOAC

- 12.3.4.1 All aspiring organizations shall abide by the provisions of the OSAc manual.
- 12.3.4.2 All reservations of aspiring organization during their trial period shall be under the name of the OSAc.
- 12.3.4.3 The official standard to be used in the accreditation of organizations for the following school year is the one used by the CSO.
- 12.3.4.4 Any violation of the aspiring organization on the existing policies of the university will be counted against their application.
- 12.3.4.5 All decisions to be carried out by the AOAC must have the concurrent approval of all members of the AOAC.
- 12.3.4.6 The provisions stipulated in the AOAC Manual of Operations shall be binding to all members of the AOAC.
- 12.3.4.7 The AOAC Manual of Operations shall be subject to review once every school year, during the last four weeks prior to the activity ban of the third trimester.
- 12.3.4.8 Acceptance or rejection of application shall depend on the existing Policies for Applying Organizations, and shall be made consistent to the Students' Charter and the Student Handbook.
- 12.3.4.9 Appeal of any nature should be submitted through the AOAC to the Dean of Student Affairs for resolution.

12.3.5 Specific Policies Regarding Applying Organizations

- 12.3.5.1 As a general policy, AOAC will only consider aspiring organizations that contribute to the university's goal of establishing an integrated community of persons, learners, scholars and

citizens. Thus, any applicant-organization whose goals, objectives and/or activities (proposed or implemented) seem to promote some form of regionalism, exclusivity, prejudice or malice toward any sector of the university will be denied recognition.

- 12.3.5.2 Aspiring organizations whose membership qualifications or activities are rigid and unreasonable, and demand the use of physical harm or violence will be denied recognition.
- 12.3.5.3 In view of limited funds, facilities and other resources in the university, AOAC will not recognize an applicant organization:
 - 12.3.5.3.1 whose general nature, objectives and/or activities overlap with those of existing student organizations; and
 - 12.3.5.3.2 that which can be integrated into the functions of any existing student group or academic sector.
- 12.3.5.4 All accepted applicant-organizations will undergo a three-month or one-term observation/trial period to prepare themselves with the rudiments of a recognized organization and help AOAC verify its nature. After the trial period, any of the two (2) conditions will apply:
 - 12.3.5.4.1 the organization is accepted under a three-term probationary status under CSO or OSAc.
 - 12.3.5.4.2 the organization's application is denied.
- 12.3.5.5 The Executive Board of Officers of all applicant-organizations must have at least two (2) years left from the time of application.
- 12.3.5.6 Applying organizations whose nature can be classified under any of the SPS Offices will be referred to the SPS Director concerned who shall decide whether to grant or reject the application.
- 12.3.5.7 An organization must pass the entire probationary period to qualify for full accreditation.

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12.3.6 Procedures in Forming a Student Organization

12.3.6.1 Application and Filing

Any group of 15 students may apply to the AOAC to form a student organization. The application may be filed with AOAC on the first trimester of the current school year but not later than 30 school days before the final examination of the first trimester.

12.3.6.2 Documents Required

Three copies of the following documents should be presented at the time the application is filed.

- 12.3.6.2.1 A formal letter of application addressed to the AOAC;
- 12.3.6.2.2 Constitution and by-laws;
- 12.3.6.2.3 List of interim board of officers, with their names, respective positions, majors, year levels, addresses, telephone numbers, birthdays, specimen signatures and ID numbers;
- 12.3.6.2.4 Names, year levels, majors, ID numbers and signatures of at least 15 founding members, inclusive of officers;
- 12.3.6.2.5 A master plan of activities good for one term, which includes the goals, objectives, brief description and budget breakdown per activity;
- 12.3.6.2.6 A Table of Organization or Organizational Structure;
- 12.3.6.2.7 Projected Income Statement for one term;
- 12.3.6.2.8 Clearance from the Discipline Office stating that the members and founders are bonafide students of De La Salle University and have no

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record of any offense in the University and that such students are not identified with any organizations within or outside the University whose objectives and nature are against the mission-vision and policies of the University.

12.3.6.2.9 Name of faculty adviser/s with the letter of acceptance addressed to the AOAC.

12.3.6.3 Other Requirements

The constitution and by-laws as well as the proposed activities of the applicants should be in accordance with the institutional policies and other rules and directives of Student Personnel Services (SPS), Student Council (SC), and Council of Student Organizations (CSO), and such should not conflict or overlap with those of existing organizations. In addition, the officers and founding members should be of good moral character.

12.3.6.4 Approval of Application

12.3.6.4.1 The applicant should be informed of the approval of its application within two months from the date of submission of requirements. No student organization shall be allowed to function without the prior approval required.

12.3.6.4.2 If the membership of a probationary organization is less than 50 members, the AOAC shall deliberate on a case-to-case basis on the status of recognition of the organization.

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12.4 Monitoring of Organizational Activities

It shall be the responsibility of the DSA to supervise and regulate the operation and activities of all duly recognized student organizations in cooperation with and through the SC and CSO for the purpose of providing needed guidance for the maximum utilization of their human potentials and resources and efforts toward the attainment of goals and objectives of the organization as envisioned in their approved constitution and by-laws.

12.4.1 The OSAC shall meet with each student organization at least once every trimester to discuss, among others, current projects, plans, pressing problems, and to assist the organization attain its objectives in accordance with institutional and OSAC policies.

12.4.2 The OSAC reserves the right to disapprove any activity, after consultation with the organization concerned, SC and CSO, only if such activity violates any institutional policy as well as rules and regulation set forth by the OSAC.

12.5 Specific Policies Governing Student Organizations

12.5.1 On Constitution and By Laws

Each recognized student organization should have a constitution and by-laws that conforms with institutional requirements set by the DSA.

12.5.2 On Certificate of Recognition

The recognition of student organizations shall be a precondition for its operation in the University. A corresponding Certificate of Recognition shall be issued by the OSAC, upon the recommendation of the AOAC, to a student organization upon full compliance with the requirements prescribed. However, such certificate shall be effective for one school year only and will have to be renewed each succeeding school year that the organization exists.

12.5.3 On Probation

12.5.3.1 All newly recognized student organizations shall be placed on a three trimester probationary status. If necessary the probationary period may be extended for another term for further evaluation.

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12.5.3.2 All student organizations under probationary status shall abide by all the rules, regulations, and requirements of the University, the OSAc, SC, and CSO. They are entitled to all rights and privileges of a duly recognized student organization. They should pass the entire probationary period to qualify for full accreditation or recognition.

12.5.4 On Renewal of Registration or Accreditation

A yearly renewal of registration or re-accreditation of all student organizations shall be announced by the Accreditation Committee, composed of OSAc and CSO. Any student organization that does not renew its registration or that fails the evaluation of the Accreditation Committee shall be automatically considered defunct.

12.5.5 On Revocation of Certificate of Recognition

Any recognized student organization that violates its statement of purpose or constitution, or fails to comply with University, OSAc, SC and CSO policies, should be investigated by the Revocation Committee, composed of the DSA, SC VP-Activities and CSO Chairperson.

12.5.6 On Membership

All undergraduate students officially enrolled shall be qualified for membership in any student organization

12.5.7 On Officership

Members of student organizations are encouraged to become officers of their respective organizations. The following guidelines are to be followed:

12.5.7.1 All members of student organization who fulfill the following requirements are allowed to become officers:

12.5.7.1.1 They should be full-time students carrying a minimum academic load of 12 units, with the exception of graduating students who may enroll in fewer

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than 12 units in their final term or as specified in the flow charts.

- 12.5.7.1.2 They should not be under any academic or disciplinary sanction.
- 12.5.7.1.3 They should maintain a cumulative grade point average of 2.0, or 1.75 for students in the College of Science, College of Computer Studies, College of Engineering, and other double-degree courses, or any other higher GPA as may be stipulated in the organization's constitution and by-laws.

12.5.7.2 All officers of organizations are expected to serve the full three trimesters of their office. Students who cannot complete their service except in meritorious cases as ruled upon by the LA for the SC or by the CSO Executive Board for students organizations under CSO will not be allowed.

12.5.7.3 Any student may occupy an elected position (e.g. SC Executive Board member, College Assembly President, Legislative Assembly Representative, Batch Representative, CSO Executive Board member, member of the executive board of any of CSO organization) in only one organization.

12.5.7.4 Failure to maintain the requirements while serving as an officer in an organization means that the student has to vacate his or her designated post in the organization.

12.5.8 On Grievance

In case of conflict within an organization, or between two or more organizations, and when no resolution to the issue at hand can be reached, the Executive Board (EB) of the SC and/or CSO may intervene and render a decision deemed appropriate. Any decision made by the EB of the SC and/or CSO is final.

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12.6 Faculty Adviser

The University believes in the importance of assigning and supporting its student organizations in their co- and extra-curricular endeavors. It strongly encourages the other members of the academic community, specially the faculty, to take an active role in the total development of these students by participating as advisers of student organizations. In doing so, they will be able to provide professional and moral guidance as well as facilitate the students' personal growth and maturity. The interaction between the faculty advisers and the student leaders will also create an atmosphere of mutual respect and appreciation of each other's role in the community.

Each student organization shall have no more than three faculty advisers. The DSA appoints the faculty adviser upon the recommendation of the organization concerned. The term of appointment of faculty members is for one school year and may be renewed. If the faculty adviser withdraws anytime his or her terms expire, a new faculty adviser should be recommended by the organization to the DSA to serve the remaining term after which he or she may be re-appointed.

The selection of a faculty adviser shall be based on the following qualifications:

- 12.6.1 He or she should be a full-time faculty member of the University. Exceptions may be allowed on a case to case basis.
- 12.6.2 For professional organizations, he or she should be in the discipline related to the organization.
- 12.6.3 For non-professional organizations, the adviser should be knowledgeable in the particular field in which the organization is involved; and
- 12.6.4 His or her acceptance of the position of adviser should be done in writing by signing the form letter of acceptance. The letter will be filed with the OSAC.

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SECTION 13. STUDENT DISCIPLINE

Student discipline is one of the major concerns and issues *at* the center of the life of Lasallian students. Proper decorum in and outside the University, among others, determines whether Lasallian students will succeed in pursuing their Lasallian education. To a very great extent, discipline plays a very significant role in enabling a Lasallian student to benefit from the world class academic training the University offers. Maintaining a clean discipline record while in the University ensures the Lasallian student continued stay in the University. For this reason, the Lasallian student needs to know University discipline structures, policies, rules and regulations as well as procedures and practices. This section intends to meet this need.

13.1 Discipline Office (DO)

13.1.1 In general, the DO promotes and supervises student discipline primarily inside the campus and in special cases, outside the campus.

13.1.2 The DO is headed by the Director of Discipline who plans, directs and supervises the office operations.

13.1.3 The Director of Discipline is assisted by the Discipline Coordinator, respective Section Heads and Discipline Officers assigned to the following:

13.1.3.1 The Discipline Education Section (DES)

13.1.3.2 The Enforcement Section (ES)

13.1.3.3 The Lost and Found Section (LFS)

13.1.4 The specific functions of the Discipline Office are to:

13.1.4.1 Promote peace and order in the campus through discipline education

13.1.4.2 Enforce the pertinent provisions of the Student Handbook.

13.1.4.3 Monitor the activities of the ROTC Corp of Officers and Cadets, vis-a-vis student decorum, in coordination with the Commandant.

13.1.4.4 Support and perform the administrative functions of the Student Discipline Board (Board).

13.1.4.5 Attend to applications for student discipline clearances, and

13.1.4.6 Network with other offices and units of the University vis-a-vis student discipline and decorum.

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13.1.5 The Discipline Education Section (DES) carries out the Discipline Education, Values Clarification and Development, and Student Support Staff programs of the DO and all activities related to these programs; administers the non-fraternity contract (NFC) requirement for admission of freshman students; and issues student clearances. Its specific functions are to:

- 13.1.5.1 Initiate, plan, prepare, review and evaluate, as well as revise or change the Discipline Education, Values Clarification and Development, and Student Support Staff and related activities.
- 13.1.5.2 Implement the Discipline Education, Values Clarification and Development, and Student Support Staff Programs and related activities.
- 13.1.5.3 Conduct discipline education lectures during LPEP and in ORIENT and RELS classes.
- 13.1.5.4 Train student facilitators on discipline education for LPEP
- 13.1.5.5 Recruit, train, supervise and evaluate the performance of DO Student Support Staff.
- 13.1.5.6 Supervise and maintain the discipline bulletin boards.
- 13.1.5.7 Disseminate student discipline information.
- 13.1.5.8 Maintain files of letters of apology, NFC, and other documents related to student discipline, except ordinary office communications and files of discipline cases that are maintained by the secretary.
- 13.1.5.9 Conduct research related to student discipline.
- 13.1.5.10 Develop, review and revise materials and modules for DES Programs.
- 13.1.5.11 Assist in establishing linkages with other offices or units of the University for the effective and efficient delivery of discipline services, except those pertaining to lost and found items, and
- 13.1.5.12 Prepare and submit required reports.

13.1.6 The Enforcement Section (ES) enforces the pertinent provisions of sections 1, 4, and 13 of the SHB on general directives, university norms, and student discipline, respectively. Its specific functions are to:

- 13.1.6.1 Maintain peace and order as well as cleanliness in the University.

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- 13.1.6.2 Monitor the activity of student and student groups on campus.
- 13.1.6.3 Invite students for routine investigation and needed assistance.
- 13.1.6.4 Investigate discipline complaints.
- 13.1.6.5 Prepare and send letters to parents as required.
- 13.1.6.6 Prepare and submit required reports in discipline cases.
- 13.1.6.7 Represent the University as complainant in major discipline offense cases.
- 13.1.6.8 Mediate discipline conflicts and similar problems among students and student groups.
- 13.1.6.9 Assist in maintaining order during enrolment, graduation and other student activities.
- 13.1.6.10 Monitor student decorum during NSTP-ROTC training in coordination with the Commandant.
- 13.1.6.11 Coordinate with the Safety and Security Office (SSO) in the surveillance and apprehension of suspicious-looking characters inside the campus.
- 13.1.6.12 When requested, bring students to the DO or other offices, if possible, after classes.
- 13.1.6.13 Deliver discipline-related messages or call slips intended for students.
- 13.1.6.14 Assist in checking and reporting conditions of facilities and damages or defects noted.
- 13.1.6.15 Report to the offices or units concerned expired posters, as well as posters, banners and similar materials posted without the required permit, and
- 13.1.6.16 Prepare and submit required reports.

13.1.7 The **Lost and Found Section (LFS)** ensures the proper implementation of University policies, rules and regulations related to lost and found items on campus. Its specific functions are to:

- 13.1.7.1 Ensure that the lost and found items turned over to DO are properly acknowledged, recorded and accounted for.
- 13.1.7.2 Take custody and safeguard lost and found items reported and turned over to DO for a maximum period of ninety (90) calendar days from date of receipt.
- 13.1.7.3 Ensure that the lost and found items reported and turned over to DO are claimed and released to their rightful owners.

- 13.1.7.4 Ensure the proper turnover to offices and units concerned lost and found items that remain unclaimed after ninety (90) days.
- 13.1.7.5 Attend to complaints connected with lost and found items.
- 13.1.7.6 Attend to cases of rampant losses of items and property inside the campus in coordination with the SSO.
- 13.1.7.7 Administer and monitor the lending and borrowing of calculators.
- 13.1.7.8 Monitor the use of lockers in campus in coordination with the Physical Facilities Office, the Office of Sports Development, and other offices concerned, and
- 13.1.7.9 Prepare and submit required reports.

13.2 **Jurisdiction over Discipline-related Cases:**

13.2.1 The **Director of Discipline** shall have jurisdiction over all minor offenses involving students under these rules.

13.2.1.1 The respondent is required to see the Director of Discipline who investigates and decides the case.

13.2.2.2 Regardless of the penalty imposed, the respondent is not re-admitted to class, allowed to take his or her examination or enroll without a certification from the Discipline Office that the case has been investigated and that appropriate actions have been taken. The complainant shall be informed by the DO of whatever actions it may have taken on the case.

13.2.2 The **University Panel for Case Conference (UPCC)** shall have jurisdiction over all major offenses involving students should there be complete admission on the part of the respondent.

13.2.2.1 The UPCC is composed of the Director of Discipline as the presiding officer, Dean of Student Affairs, a representative of the Student Council, the Vice Dean of the College where the student belongs and any Director of Student Personnel Services.

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13.2.2.2 The panel meets the parents or the guardian of the student and the student himself/herself to hear and decide on the discipline offense committed by the student.

13.2.2.3 Proceedings in the case conference are governed by rules applicable to Summary Proceedings before the Student Discipline Board (SDB)..

13.2.3 The Student Discipline Board (SDB) shall have jurisdiction over all major offenses involving students should there be incomplete or qualified admission, or denial on the part of the respondent.

13.2.3.1 The **SDB** is composed of a Chair who is member of the Integrated Bar of the Philippines (IBP) and three members and their alternates who are appointed by the President of the University from names recommended by their respective sectors.

Except for the Chair, the three other members and their respective alternates represent the Administration, the Faculty and the Students.

In the conduct of formal hearings, the University is assisted by the University Special Counsel who is a member of the IBP and appointed by the President from the University constituency.

13.2.3.2 **FORMAL HEARING BEFORE THE BOARD**

The procedures in the formal hearing of major discipline offenses before the SDB are as follows:

13.2.3.2.1.1 **Complaint**

13.2.3.2.1.1. A formal complaint in writing under oath is filed with the DO by the aggrieved party or by any person having direct knowledge of the commission of the act complained of.



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13.2.3.2.1.2 Upon receipt of the complaint, the DO brings the complaint and related documents to the University Special Counsel (USC) to request clearance for the filing of the case with the SDB.

If the USC finds no case, the complaint is remanded to the DO for whatever action the latter may deem proper to take.

If the USC finds a prima facie case, the case will be sent back to the DO for the filing of charges with the SDB.

13.2.3.2.1.3 Upon receipt of the complaint approved by the USC for filing of a case before the SDB, the DO prepares a Charge Sheet attaching notarized statements of aggrieved party and/or complaining witnesses after the DO has required the latter to go over and read the complaint. Any matter not clear or understood should be explained to them.

13.2.3.2.1.4 After completion of the required documents, the case is filed before the SDB.

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13.2.3.2.1.5 In all cases where the complaint is found to be sufficient in form and substance, the Chair convenes the SDB to a formal hearing. A majority of the SDB constitutes a quorum but the student representative should always be present.

13.2.3.2.1.6 Three (3) days prior to the scheduled hearing, the respondent and his or her parents or guardian are notified of the charges in writing with a copy of the complaint attached.

13.2.3.2.1 **Answer**

13.2.3.2.1.1 The respondent is required to answer the complaint in writing under oath within three (3) days from receipt of the charge.

13.2.3.2.1.2 Failure of the respondent to answer the complaint within the period specified in the Charge Sheet is deemed an admission of the act or acts complained of.

13.2.3.2.3 **Notice of Hearing**

13.2.3.2.3.1 Upon receipt of the answer, or if no answer is filed, the case is

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scheduled for hearing. The corresponding notice is issued to the parties and to the parents or guardian of the respondent(s).

13.2.3.2.3.2 The issuance of the notice of hearing is mandatory.

13.2.3.2.4 **Hearing**

13.2.3.2.4.1 A hearing before the SDB shall be summary in nature and cross examination is not essential. However, the SDB should ensure that the following standards required by due process in discipline cases are satisfied:

13.2.3.2.4.1.1 The respondent should have been informed in writing of the nature and cause of the accusation;

13.2.3.2.4.1.2 The respondent should have been granted the right to answer the charges against him or her;

13.2.3.2.4.1.3 The respondent should be informed of the evidences against him or her;

13.2.3.2.4.1.4 The respondent is given the right to adduce

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evidence in his or her own behalf; and
13.2.3.2.4.1.5 The evidence should be considered by the SDB.

- 13.2.3.2.4.2 Should the complaining witness fail to appear on the scheduled initial hearing despite notice, the complaint is dismissed. On the other hand, should the respondent fail to appear for the initial hearing after notice and without sufficient cause, this fact is placed on record and the hearing shall proceed *ex-parte* without prejudice to the appearance of respondent in subsequent hearings.
- 13.2.3.2.4.3 Evidence, testimonial or documentary, is limited to allegations in the complaint or answer.
- 13.2.3.2.4.4 Witnesses testify under oath.
- 13.2.3.2.4.5 The Chair exercises complete control of the proceedings in all stages. He or she prescribes the order in the presentation of evidence by the parties. He rules on the

exclusion of other witnesses for the same party while a witness testifies. He has the power to rule on the admissibility of evidence or testimony.

13.2.3.2.4.6 As a general rule, hearings are continuous the moment they begin. No hearing should last beyond one month from the date of initial hearing except for highly justifiable reasons, but each party is allowed only one postponement.

13.2.3.2.4.7 A record of the entire proceeding is taken and filed as part of the record of the case. The parties may be furnished copies of the record of the proceedings upon request and upon payment of the required fee.

13.2.3.2.5 **Decision**

13.2.3.2.5.1 The duty of the SDB is to find and establish facts on which to base a decision rendered in the manner provided.

13.2.3.2.5.2 A majority of the SDB consisting a quorum, subject to the

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requirement in the last sentence of Section 13.2.3.2.1.5, is necessary to pass a judgment in a case. However, if the penalty imposed is expulsion or dismissal, a unanimous vote of the members present consisting a quorum is necessary. Failure to obtain a unanimous vote automatically calls for the imposition of the next lower penalty. It is the duty of members of the SDB present and constituting a quorum to cast their votes. There shall be no abstentions.

13.2.3.2.5.3 The SDB renders its decision within five (5) days from date of last hearing. The decision shall be in writing stating the reasons therefore, copy furnished the Executive Vice-President, Vice-President for Academics, Vice Dean of the College to which the respondent belongs, Dean of Student Affairs, Registrar, the College Counselor, the aggrieved party and his witnesses, as well as the respondent and

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his parents or guardian. A copy of the decision with the complaint is filed at the DO and forms part of the respondent's record or folio.

13.2.3.2.5.4 A party not satisfied with the decision of the SDB may appeal the decision in writing to the Executive Vice President within five (5) days from receipt of the decision, stating the grounds for the appeal.

If an appeal is not availed of by a party within the period prescribed, or is turned down, if appeal is taken, the decision of the SDB becomes final and immediately executory unless the SDB defers the imposition of penalty for meritorious reasons.

13.2.3.3 **SUMMARY PROCEEDINGS**

If during the preliminary investigation, respondent appears and admits guilt in writing, the case may be acted upon by the SDB summarily. This is entered into the record and the Director of Discipline recommends that a hearing be dispensed with. The action is terminated as soon as the respondent explains the charges and the members of the SDB are through with their clarificatory questions.

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Any penalty imposed in a summary proceeding is final and immediately executory, unless the SDB defers the imposition of penalty for meritorious reasons.

13.2.4 Special Powers

13.2.4.1 **The Deans** are granted a special power to suspend students involved in fraternity rumbles, tumultuous affrays, boycotts or illegal demonstration for a maximum period of fifteen (15) schooldays effective upon its imposition.

Any decision of the Dean under this section may be appealed to the Executive Vice-President within five (5) days from the date the decision is handed. The appeal does not, however, stay the suspension imposed. Any action taken by the Dean under this section is not a bar to other disciplinary actions that may be imposed arising from the same act or acts.

13.2.4.2 **The Faculty Members** have the right to demand the presentation of a student ID, to give a grade of 0.0, and to deny admission to class of any student caught cheating under Sec. 13.3.1.1 to Sec. 13.3.1.1.6, inclusive. The student should immediately be informed of his/her grade and barred from further attending his classes.

13.2.4.3 **The Discipline Officers** have the right to demand the presentation of the student's ID and summon students who violate any University policy to DO for investigation.

13.2.5 Summary Powers

13.2.5.1 For the Dean or Vice-Dean:

The Dean, or the Vice-Dean in the absence of the former, may proceed summarily against any student in the following cases:

13.2.5.1.1 Violation of rules and regulations issued in consultation with the

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Council of Chairpersons and approved by the College Council.

13.2.5.1.2 Misconduct committed in the presence of a faculty member or any official of the University within the jurisdiction of the College, or in the course of a school function sponsored by the College.

13.2.5.2 For the Dean of Student Affairs:

The Dean of Student Affairs may proceed summarily against any student in the following cases:

13.2.5.2.1 Misconduct under Sec. 13.2.5.1.2 when committed within the University premises but outside the jurisdiction of any college, school or academic unit or in the course of a school function sponsored by the University.

13.2.5.2.2 Misconduct under Sec. 13.3.1.4, whether or not the acts are committed within the premises, and by individuals belonging to one or several colleges, schools or academic unit.

13.2.5.2.3 Misconduct under Sec. 13.3.1.5, Sec. 13.3.1.6, and Sec.13.3.1.10.

13.2.5.3 Procedures

13.2.5.3.1 The student is summoned to appear before the Dean, informed of the charge against him and afforded the opportunity to present his or her side.

13.2.5.3.2 Should the student refuse, without cause, to appear before the Dean despite

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being summoned, this is taken into account in imposing the penalty corresponding to the offense committed.

13.2.5.3.3 Any decision taken under this section should be in writing, stating the grounds for which disciplinary action is taken. The decision is final and executory upon the issuance of the order.

13.2.5.3.4 The penalty imposed under this section is suspension not exceeding fifteen (15) calendar days.

Any decision of the Dean under this section may be appealed to the Executive Vice-President within five (5) days from the date the decision is handed. The appeal does not, however, stay the suspension imposed. Any action taken by the Dean under this section is not a bar to other disciplinary actions that may be imposed arising from the same act or acts

13.2.6 **Rules Governing Discipline Cases Involving Students of both DLSU-Manila and DLSU-CSB**

The rules governing the handling of discipline cases involving students of both DLSU-Manila and DLSU-CSB are as follows:

13.2.6.1 Ordinarily, cases under this section are handled by the Discipline Board of the school where the respondent belongs. However, the case shall be initiated by the DO where the offense was committed. The DO concerned files and refers the required reports to the Discipline Board concerned. This is without prejudice to the right of the complainant to file the case in any forum other than with the Board.

Both DLSU-Manila and DLSU-CSB should extend cooperative efforts in the service of the required documents or pleadings, in the safeguarding of evidence, and in other measures related to the case.

13.2.6.2 In cases arising from the same incident falling under this section, the DO of the respective schools shall consolidate the cases and file with a joint expanded Board to be constituted for the purpose.

The joint extended Board is composed of the Chair who is the Chair of the Discipline Board of the school with a bigger number of respondents, a faculty representative from each school and one student representative also from each school.

13.2.6.3 Where the number of respondents from both schools are the same in number, the joint expanded Board is presided by the Chair of the Board of the school where the offense is committed.

13.2.6.4 The procedures governing the hearing of the case are those of the school where the Chair of the joint expanded Board comes from.

13.3 Types of Offenses.

13.3.1 A **major offense**, which merits any of the sanctions defined in Sec. 13.4.1, includes the following:

13.3.1.1 Cheating in any form during an examination, test, or written reports including reaction papers, case analysis, experiments or assignments required. The act of cheating includes but is not limited to the following:

13.3.1.1.1 Unauthorized possession of notes or any material relative to the examination or test whether the student actually uses them or not.

13.3.1.1.2 Copying or allowing another to copy from one's examination papers. In the latter case, both parties are liable.

13.3.1.1.3 Glancing or looking at another student's examination paper, or allowing another student to glance or look at his or her examination paper.

13.3.1.1.4 Communicating with another student or any person in any form during an examination or test without permission

from the teacher or proctor. This includes leaking examination questions to another or other students.

- 13.3.1.1.5 Having somebody else take an examination or test for one's self or prepare a required report or assignment. If both parties are students, both are liable.
- 13.3.1.1.6 Plagiarism and other forms of academic dishonesty as set forth in Sec. 4.17.
- 13.3.1.2 Vandalism or the destruction of property belonging to the University or to a member of the faculty, administrator, co-academic personnel, another student or to a visitor while on campus.
- 13.3.1.3 Bringing in, carrying or possession of a deadly weapon inside the University premises or outside the University during an academic function or school activity without permit from the SSO in consultation with the DO.
- 13.3.1.4 Deliberate disruption of the academic function or a school activity which tends to create disorder, tumult, breach of peace or serious disturbance not necessarily connected with any academic function or school activity.
- 13.3.1.5 Brawls within the University premises or outside the University during an academic function or school activity.
- 13.3.1.6 Inflicting physical injuries on another inside the University premises or outside the University during an academic function or school activity.
- 13.3.1.7 Unauthorized bringing in, carrying, possession or use of prohibited or regulated drugs or chemicals without proper prescription, inside University premises or outside the University during an academic function or school activity, and any other violation of the provisions of R.A. 9165, otherwise known as the "Comprehensive Dangerous Drugs Act of 2002".

- 13.3.1.8 Unauthorized bringing in, possession or drinking of liquor or alcoholic beverages inside the University premises or outside the University during an academic function or school activity, or entering the University premises or attending academic functions or school activities under the influence of liquor or alcoholic beverages.
- 13.3.1.9 Gross acts of disrespect in words or in deed that tend to put the University or any administrator, member of the faculty, co-academic personnel, security guards, maintenance personnel, students, and visitors in ridicule or contempt.
- 13.3.1.10 Direct assault upon the person of any member of the administration, faculty, co-academic personnel, or any student or person vested with authority.
- 13.3.1.11 Threatening another with any act amounting to a crime, delict or wrong, or with the infliction of any injury or harm upon his person, honor or integrity.
- 13.3.1.12 Acts of lewdness or commission of any act of immorality; the possession (unless with DO permit approved by the faculty concerned as part of the course requirement), display or distribution of pornographic materials inside the University, including accessing internet sites that do not correlate to any specific subject or course within the University.
- 13.3.1.13 Acts that bring the name of the University into disrepute such as public and malicious imputation of a crime, or of a vice or defect, real or imaginary, or any act, omission, condition, status or circumstance, tending to cause dishonor, discredit or contempt to the name of the University.
- 13.3.1.14 Unjust enrichment or stealing whether attempted, frustrated or consummated.
- 13.3.1.15 Habitual disregard or willful violation of established policies, rules or regulations consisting in the commission of three (3) minor offenses of the same kind or nature, or five (5) minor offenses of different kinds or nature.

- 13.3.1.16 Unauthorized collection or exaction of money, checks or other instruments as equivalent of money, in connection with matters pertaining to the University.
- 13.3.1.17 Forging, falsifying or tampering with academic or official records or documents of any kind; or intentionally making a false statement of any material fact, or practicing fraud or deception in connection with anything that pertains to the University.
- 13.3.1.18 Gambling in any form inside the University or outside the University during an academic function or school activity.
- 13.3.1.19 Acts of subversion or insurgency.
- 13.3.1.20 Conviction before any court for a criminal offense involving moral turpitude, against person or property other than through reckless imprudence.
- 13.3.1.21 Membership in a fraternity or sorority for students with ID numbered 95 and up. This also includes membership in any unrecognized organization that subscribes or participates in any violent act.
- 13.3.1.22 Encouraging students to violate their Non-Fraternity Contracts by inviting them to join a fraternity, sorority or any organization not recognized by the University.
- 13.3.1.23 Any kind of provocation that results in heated verbal or physical confrontation between students and groups of students.
- 13.3.1.24 Willful failure to comply with summonses or notices issued for purposes of investigation conducted in connection with discipline-related offenses.
- 13.3.1.25 Hazing or physical injuries, for the purpose of initiation, admission or continuance of membership in any organization, society or group, whether open or secret. For this purpose, the members who were present shall be liable whether they actually participate in the hazing or not. The officers of the

organizations, society or group, shall also be liable, whether or not they are present during the hazing incident (*Excerpted from Ateneo de Manila University Student Handbook*).

- 13.3.1.26 Computer security breach: Accessing a University computer or computer network without authority or beyond authorized access. Acts that constitute computer security breach include but are not limited to the following:
- a) altering information, (e.g., changing the password of someone else's account and changing data in files beyond one's authorized access, etc.) damaging or destroying information (e.g., deleting someone else's file, etc.);
 - b) introducing false information (e.g., using someone else's account and sending offensive mail, etc.);
 - c) preventing authorized use of information; or
 - d) preventing normal operation (e.g., changing the configuration or CMOS set-up of a PC, introducing computer virus, etc.) of computers or computer networks of the University.
- 13.3.1.27 Entering any restricted area within the University without prior authority. (Please see the DO or the SC for the list of restricted areas)
- 13.3.1.28 Perjury, defined as testifying falsely in any administrative proceeding, or knowingly making untruthful statements in documents under oath when such oath is required.
- 13.3.1.29 Possession or exploding of firecrackers inside the University or outside the University during academic functions or school activities.
- 13.3.1.30 Lending ID to another or using someone else's ID.
- 13.3.1.31 Making sexual advances in words or deeds to another student or to any member of the academic community.



13.3.1.32 Such other acts as may be determined by University authorities, provided the application is prospective and properly disseminated to students through official campus student publications.

13.3.2 A **minor offense**, which merits any of the sanctions defined in Sec. 13.4.2. includes the following:

13.3.2.1 Behavior unbecoming of a young Christian adult.

13.3.2.2 Acts which disturb peace and order short of being a major offense such as disturbing classes, academic-related activities or school functions.

13.3.2.3 Disobeying school regulations contained in this handbook, and other rules and regulations approved by University authorities and disseminated through student publications.

13.3.2.4 Third and succeeding loss of ID.

13.3.2.5 Third and succeeding failure to bring ID;

13.3.2.6 Non-wearing of ID in areas where wearing an ID is required. (please see the DO or the SC for a list of these areas)

13.3.2.7 Refusal to present an ID when asked.

13.3.2.8 Proselytizing, defined as an attempt to convert another to one's faith by attacking or denigrating other person's practices and beliefs, or by offering special inducements.

13.3.2.9 Littering.

13.3.2.10 Failure to pick up any trash or junk found within a radius of one (1) foot from a student for two (2) times.

13.3.2.11 Selling items, engaging in business or soliciting contributions or donations in campus without prior approval or authority.

- 13.3.2.12 Preventing the circulation of a recognized student publication by withholding or removing a substantial number of copies from the newsstands.
- 13.3.2.13 Wearing inappropriate attire within University premises. (please see the DO or SC for the list)
- 13.3.2.14 Public Display of Physical Intimacy (PDPI).
- 13.3.2.15 Violation of policies of the Information Technology Center (ITC) such as but not limited to accessing Chat, IRC, MOO, MUD sites and the like, playing any form of games, and using cellular phones and other electronic communication devices in computer laboratories.
- 13.3.2.16 Use of classrooms and other school facilities for any purpose without any reservation or proper authority.
- 13.3.2.17 Loitering along the classroom corridors while classes are going on for second and succeeding violations.
- 13.3.2.18 Eating in areas designated as non-eating places (classrooms, laboratories, offices, study areas, and Sports Complex).
- 1 3.3.2.19 Smoking inside University premises or outside the University during academic functions or school activities.
- 13.3.2.20 Playing cards inside University premises except collectible cards played in designated places (classrooms, laboratories, offices, study areas, and Sports Complex).
- 13.3.2.21 Violation of policies on the use of lockers.
- 13.3.2.22 Unhygienic use of university facilities.
- 13.3.2.23 Second and succeeding violations of policies in the lending of calculators.
- 13.3.2.24 Second and succeeding violations of section 4.5 on the use of cellular phones and other electronic communication devices.

- 13.3.2.25 Second and succeeding violations of policies on the use of university parking lots.

13.4 **Sanctions**

13.4.1 The penalties for major offenses are the following:

- 13.4.1.1 Probation for such time and under such conditions as the SDB or UPCC may determine which may include undergoing the DO Values Clarification and Development Program.
- 13.4.1.2 Suspension for such time and under such conditions as the SDB or UPCC may determine.
- 13.4.1.3 Dismissal.
- 13.4.1.4 Expulsion.

13.4.2 The penalties for minor offenses are the following:

- 13.4.2.1 For first offense, warning from the Director of Discipline with written apology addressed to the offended party, if the act is personal in nature and to refer to a Counselor and/or order the restitution or reparation of the damage or injury sustained, if necessary.
- 13.4.2.2 In case of a second offense, a written reprimand from the Director of Discipline in the presence of parents or guardian who shall be informed and invited to discuss the discipline record of the student.
- 13.4.2.3 In case of third and succeeding offenses, the student is charged with a major offense under Sec.13.3.1.15, if applicable, otherwise, a written reprimand from

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the Director of Discipline, copy furnished the parents or guardian who may be invited again to discuss the discipline record of the student.

13.5 **Definition of Terms.**

As used in this section the term -

13.5.1 **Student** refers, but is not limited to:

13.5.1.1 a person who at the time of the commission of the offense, is enrolled in any academic or non-academic subject or subjects whether in the undergraduate or graduate school, day or evening classes, regular or part-time; or

13.5.1.2 a person admitted to any college or unit or any academic or non-academic program of the University, whether enrolled or not, or has complied with all the requirements for graduation in the program where the person was admitted, at the time of the filing of the charge or during the pendency of the proceedings; or

13.5.1.3 a person who has been allowed to graduate from the University but has not yet been cleared to take delivery of his or her certificate of completion, diploma, or transcript of records regardless of whether or not he or she has been granted by the University an alumnus status.

13.5.2 **University premises** refers to the territorial boundaries of De La Salle University, Taft Avenue, Manila, including the academic and non-academic buildings and campuses, the parking lots adjacent to it as well as immediate sidewalks within a radius of five (5) meters from gates, fences or dividing walls of buildings and within a radius of two hundred (200) meters for the following offenses, to wit:

- 13.5.2.1 brawls,
- 13.5.2.2 inflicting physical injuries on another,
- 13.5.2.3 unauthorized bringing in, carrying, possession or use of drugs or chemicals as defined in Section 13.3.1.7
- 13.5.2.4 vandalism or destruction of property belonging another,
- 13.5.2.5 direct assault as defined in Section 13.3.1.10
- 13.5.2.6 threatening another as defined in Section 13.3.1.11
- 13.5.2.7 unjust enrichment as defined in Section 13.3.1.14

- 13.5.2.8 making sexual advances as defined in Section 13.3.1.31
- 13.5.2.9 Gambling as defined in Section 13.3.1.18
- 13.5.3 “**In flagrante**” means the very act of committing a discipline offense or the condition of being caught in the act of committing the offense.
- 13.5.4 “**Ex-parte hearing**” refers to a hearing held in the absence of one of the parties.
- 13.5.5 “**Illegal demonstration**” includes a public show of feeling or opinion as by a mass meeting or parade accompanied by force, coercion or violence.
- 13.5.6 “**Deadly weapons**” includes but is not limited to, firearms, explosives (e.g., firecrackers, pyrotechnics) and sharp or cutting instruments (e.g., ice picks, Swiss knives or blades of any length, etc.). Stones, lead pipes, clubs and any similar objects are considered deadly weapons if their use results in physical injury or death; and
- 13.5.7 “**Unjust enrichment**” means any condition where a student takes a thing at the expense of another for his or her benefit regardless of his intent to gain.

SECTION 14. STUDENT GRIEVANCE

Students of De La Salle University are given the right to air their grievance against any member of the academic community. Grievances are best settled through sincere dialogue and discussion between the parties to a grievance, befitting a Lasallian academic community. Formal grievance may be pursued only as a last resort. The procedures in handling grievances are outlined in this section. For assistance, students are encouraged to drop by the Student Council Office located at SPS 302.

14.1 Definition of Grievance

For purposes of this section, a **grievance** refers to any controversy between a student as the aggrieved party and a member of the academic community as respondent that may be the cause of a complaint.

A grievance may be informal or formal. A grievance made orally is considered informal. Only when a grievance is reduced into writing and duly signed does it become a formal complaint. An informal grievance should be settled informally while a formal grievance complaint should be settled formally following a set of procedures.

A grievance may be academic or behavioral. An **academic grievance** is one that arises from any controversy related to learning or to performance in academic courses while a **behavioral grievance** is one that arises from the manner a person conducts himself or herself.

14.2 The Ad-Hoc Grievance Board

The purposes of Student Grievance each College shall have an Ad-Hoc College Grievance Board (Board) to hear and decide grievances filed by students against members of the Faculty in accordance with defined procedures.

On the other hand, students may file a complaint against any administrator with their immediate supervisor who shall act on the complaint in accordance with defined procedures.

In the case of CAP, the student shall file their complaint with HRDO that will act in accordance with the Staff Manual.

14.2.1 The Ad-Hoc College Grievance Board

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- 14.2.1.1 **Composition**
The Board shall be composed of the following:
 - 14.2.1.1.1 The Vice Dean of the College of the student as member and the Chair of the Board
 - 14.2.1.1.2 The Chair of the Department of the faculty member against whom the complaint is filed.
 - 14.2.1.1.3 The Vice President for Academics of the College to which the student complainant belongs.
 - 14.2.1.1.4 A member of the Faculty representing the Faculty Association.

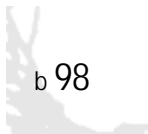
- 14.2.1.2 **Principal Function**
It shall be the duty of the Board to hear and decide all grievance cases filed by students against members of the faculty brought to the college level.

- 14.2.1.3 **Powers**
The Committee exercises the following powers:
 - 14.2.1.3.1 To define the procedures to be followed in the conduct of its hearings.
 - 14.2.1.3.2 The authority to summon witnesses or persons whose assistance is needed in arriving at a just and fair decision.
 - 14.2.1.3.3 To have access to all information and documents relevant to the case.
 - 14.2.1.3.4 To recommend to the Dean appropriate measures consistent to its findings.

14.3 **Procedures in Grievance Cases**

14.3.1 **Informal Grievance**

If a grievance is informal, the parties shall settle it through a dialogue.



14.3.2 Formal Grievance

If the parties fail to settle an informal grievance and the student decides to pursue the grievance formally, the steps to be taken are as follows:

14.3.2.1 Complaint of a Student Against a Faculty Member
The procedures to be followed in the handling of grievance cases filed by students against Members of the Faculty are:

14.3.2.1.1 Complaint

The student files a written complaint with the department chair to which the faculty member complained of belongs at anytime during the term but not later than two (2) weeks after the start of the following term. The complaint should be signed by the student and accomplished in 3 copies to be distributed as follows:

Original – Chair of the Department

One (1) copy – Faculty Member (respondent)

One (1) copy – Student File

A formal complaint should contain the following:

14.3.2.1.1.1 The name of the member of the faculty against whom the complaint is filed.

14.3.2.1.1.2 A narration of the circumstances surrounding the



commission
of the act
complained
of.

14.3.2.1.1.3

The action
asked for.

14.3.2.1.2

Answer

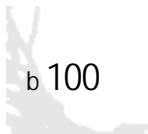
14.3.2.1.2.1

Upon receipt of
the complaint,
the department
chair shall
require the
respondent to
answer the
complaint in
writing within
three (3) days
from receipt of
the letter
excluding
Saturdays,
Sundays and
holidays. A
copy of the
complaint
should be
attached to the
letter.

14.3.2.1.2.2

The written
answer shall
also be
prepared in
three (3) copies
to be
distributed as
follows:

Original –
Chair of the
Department
One (1) copy –
Faculty



member file
One (1) copy –
Student as
complainant

14.3.2.1.2.3 Failure of the
respondent to
answer the
complaint in
writing within
the period
required shall
be considered
an admission
of the charges,
and the
Department
Chair shall
resolve the
complaint on
the strength of
this admission.

14.3.2.1.2.4 Upon receipt of
the written
answer by the
respondent, the
Department
Chair evaluates
the complaint
and the
answer.

The
department
chair may find
it necessary to
ask for
clarificatory
questions. In
this case, the
Department
Chair shall call
the parties to a
meeting for

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this purpose
within 3 days.

14.3.2.1.2.5 Within three
(3) days after
the meeting
and from
determination
that sufficient
facts and
evidence exist
on which to
base a
resolution, the
Department
Chair resolves
the case. The
resolution shall
be in writing
stating the
supporting
reasons and
prepared in 3
copies to be
distributed as
follows:

Original -
Department
file
One (1) copy -
Student

(complainant)
One (1) copy -
Faculty
Member
(respondent)

14.3.2.1.3 Appeal to the College Grievance
Board

A party not satisfied with the
resolution of the department
chair may appeal the same to the

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Board. The appeal shall be taken in accordance with these procedures:

14.3.2.1.3.1 The appellant sends a letter to the Dean of the student concerned requesting that the Board be convened to hear the grievance complaint.

14.3.2.1.3.2 Upon receipt of the letter, the Dean requires the department chair concerned in writing to immediately forward to the Dean's Office the complete record of the case which includes the original of the complaint, the answer, the resolution and other documents related to the case, if any.

14.3.2.1.3.3 Upon receipt of the complete record of the case, the Dean immediately convenes the Board for the

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purpose of hearing the case.

14.3.2.1.3.4 Before actually hearing the case, the Board first defines the procedures it will follow in hearing the case except that:

14.3.2.1.3.4.1 For purposes of a hearing, all members of the Committee should be present.

14.3.2.1.3.4.2 Hearings are continuous and should not last for more than (6) days, excluding Saturdays, Sundays, holidays from the date of the first hearing holidays

14.3.2.1.3.4.3 Only evidence, testimonial or documentary, related to the allegations of the complaint shall be considered during the hearing.

14.3.2.1.3.4.4 Within five (5) days from date of last hearing, the Board meets to deliberate on the case and to arrive at a recommendation. A majority of the members of the Board is required to

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arrive at a recommendation. Any abstentions shall be allowed.

14.3.2.1.3.4.5 Copies of the recommendation of the Board shall be furnished to all the parties concerned including the members of the Board. A copy of the final recommendation is also filed in the 201 file of the respondent.

14.3.3.1.3.4.6 The Dean shall act on the Board's recommendation within 3 days from receipt. His or her decision shall be put in writing. Copies of which shall be distributed as follows:

- Original - Dean
- One (1) copy - Complainant
- One (1) copy - Respondent
- One (1) copy - Members of the Board

14.3.2.1.4 Appeal to the Vice President for Academics and Research

14.3.2.1.4.1 A party not satisfied with the decision of the Dean may appeal the decision to the Office

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of the Vice
President for
Academics
in writing
within 5
days from
receipt of the
written
decision of
the Dean.

If a decision
of the
Committee is
not appealed
within the
period
provided, the
decision
becomes
final and
immediately
executory
unless
execution is
deferred for
meritorious
reasons.

14.3.2.1.4.2

Within five
(5) days
from receipt
of the
appeal, the
Vice
President for
Academics
and
Research
(VPAR)
shall decide
the appeal
and shall
notify the

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parties of the decision in writing immediately. The decision of the VPAR is final and executory unless the execution is deferred for meritorious reasons.

- 14.3.2.2 Complaint of a Student Against Another Student
A formal letter of complaint must be presented to the Discipline Office.
- 14.3.2.3 Complaint of a Student against a Co-Academic Personnel
A formal letter of complaint must be presented to the Human Resource Development Office.
- 14.3.2.4 Complaint of a Student against a Department Chair or Vice-Dean
A formal letter of complaint must be addressed to the College dean.
- 14.3.2.5 Complaint of a Student against a Dean
A formal letter of complaint must be addressed to the VPAR. For CCS, the letter must be addressed to the Executive Vice-President of Professional Schools, Inc.
- 14.3.2.6 Complaint of a Student against other Administrators
A formal letter of complaint must be addressed to the immediate supervisor.
- 14.3.2.7 Complaint of a Student against a Vice-President
A formal letter of complaint must be addressed to the Executive Vice-President of the University.
- 14.3.2.8 Complaint of a Student against the EVP
A formal letter of complaint must be addressed to the President of the University.

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- 14.3.2.9 Complaint of a Student against the University President
A formal letter of complaint must be addressed to the Chairperson of the Board of Trustees.

14.4 Sexual Harassment

Any complaint on sexual harassment should be handled in accordance with the University policies, rules and regulations implementing R.A. 7877, otherwise known as the “Anti-Sexual Harassment Act.” (See Appendix)

14.4.1 The University is committed to the prevention of sexual harassment of students, defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- 14.4.1.1 submission to such conduct is made explicitly or implicitly a term or condition for a student’s educational advancement;
- 14.4.1.2 submission to or rejection of such conduct by a student is used as the basis for academic consideration affecting the student; and
- 14.4.1.3 such conduct has the purpose or effect of substantially interfering with a student’s academic performance or creating an intimidating, hostile or offensive educational environment.

14.4.2 Any student having a complaint of sexual harassment should follow the steps outlined in this Section. The student complainant may forward his/her complaint to the respondent’s superior in cases deemed necessary.

14.5 Procedures Common to Sec 14.4-14.5

The complaint, answer, memorandum, recommendation, decision, as well as transcripts of all proceedings should be in writing and signed by all parties concerned.



SECTION 15. STUDENT PUBLICATION

- 15.1 **Definition.** Based on the Campus Journalism Act of 1992, student publications refer to printed materials that are independently published by, and which meets the needs of the studentry. These include newspapers, magazines, newsletters, periodicals, hand-outs or other publications whether printed, mimeographed or photocopied, published by students for campus circulation.
- 15.2 **Registration.**
- 15.2.1 Before a student publication can be officially recognized by the Student Publications Office, its sponsoring organization or group should first be recognized by the Office of Student Activities. Only such organizations or groups shall be allowed to publish and circulate publications on campus. *The LaSallian, Ang Pahayagang Plaridel, Malate, and Green and White* are official student publications and are not covered by this provision.
- 15.2.2 Any publication may use the existing funds of an organization for printing.
- 15.2.3 Circulation of publications by unrecognized organizations, groups or individuals must have the prior approval of the Dean of Student Affairs, upon the recommendation of the Director of Student Publications.
- 15.2.4 To obtain official recognition, the following procedure shall be followed:
- 15.2.4.1 The student organization should present its certificate of recognition from the Office of Student Activities;
- 15.2.4.2 The student organization shall present a proposal which shall include the purpose and intended contents of the periodical or newsletter congruent to the field of interest for specialization or specialization of the sponsoring group;
- 15.2.4.3 A list of the editorial board of the newsletter or periodical;
- 15.2.4.4 The number of copies to be printed and circulated as well as the recipients of the publications;
- 15.2.4.5 A budget with the breakdown of costs certified by the president/chair and treasurer of the organization sponsoring the publication.

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15.3 **Printing and Circulation.**

15.3.1 Student publications maybe printed using the facilities of the University or those of commercial establishments.

15.3.1.1 Student publications using the University's printing facilities shall be required to present their printing order forms, In duplicate, stencils or manuscripts to the Director of Student Publications for endorsement.

15.3.1.2 The Students Publications Office shall endorse payment of commercial-printing costs incurred by major student publications subject to these conditions: the publication should submit at least three quotations from commercial printers at the start of the school year before entering into any agreement with a printer. When changing printers, only one quotation is necessary if the price is lower; three quotations if there is a price increase. A printer may accept a job order only upon written authorization by the Director of Student Publications.

15.3.2 Three copies of every issue of the major and minor publications should be submitted to the Student Publications Office and Archives for filing.

15.4 **Editorial Board Selection.**

15.4.1 Major student publications (*The LaSallian*, *Malate*, *Ang Pahayagang Plaridel*, and, *Green and White*) shall conduct competitive examinations open to all staffers with at least one year residency in the publication in accordance with the guidelines defined in the Student Handbook and supervised by the Outgoing Editorial Board. Only those students who take and pass these examinations shall be allowed to become members of the editorial boards of their respective publications.

15.4.2 Newsletters, organization magazines, and supplements may select their editorial boards through elections or appointments according to the preference of the organization body.

15.4.3 Members of the editorial boards of the major student publications should have a cumulative GPA of 2.0 throughout the duration of their term. In order to qualify, the top three positions, i.e., EIC,

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Asso. Ed. And Man. Ed., should have one year's residence by the latest term prior to their assumption of office.

15.4.4 They should be full-time students carrying a minimum academic load of 12 units per trimester during the school year in which they are in office, with the exception of graduating students who may enroll in fewer than 12 units in their last year.

15.4.5 They should not hold office in any executive capacity in any other major or minor publication or any recognized student organization while they are still members of the editorial board.

15.4.6 They should not be under any disciplinary probation, must not have been found guilty of any major offense one year prior to filing of application with the Student Publication Office and must have obtained clearance from the Discipline Office.

15.5 **Council of Editors.**

The Editors shall select among themselves the Chairperson, Vice-Chairperson, Secretary, Treasurer and Marketing & Publicity from among the editors present in accordance with the guidelines specified by the Council of Editors.

15.5.1 The Council of Editors (COEd) shall be composed of the top three members of the editorial board of each major student publication. It shall be administratively supervised by the Student Publications Office (SPO) Director and the Student Publications Office Coordinator.

15.5.2 The Editors shall select among themselves the Chairperson, Vice-Chairperson, Secretary, Treasurer, and Marketing & Public Relations Officer from among the editors present in accordance with the guidelines specified by the Council of Editors.

15.5.3 The Council of Editors shall have the following powers and functions:

15.5.3.1 to ensure that all guidelines for student publications are implemented;

15.5.3.2 to recommend to the SPS Council revisions to rules and regulations covering student publications in the Student Handbook;

15.5.3.3 To assist the Student Publications Office Director in the preparation and implementation of journalism workshops and other related projects;

15.5.3.4 to assess the performance of various student

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- publications and provide recommendations for their improvements; and
 - 15.5.3.5 To investigate complaints regarding violations of these guidelines, and if necessary, recommend sanctions to the SPO Director for appropriate action, and if contested, shall be subject to review by the Dean of Student Affairs whose decision is final and executory.
 - 15.5.3.6 The Council of Editors shall meet at least once a month and, if necessary, more often.
- 15.6 The Editorial Screening Board shall be composed of the Director of Student Publications, two members with extensive background in journalism or creative writing, and representatives from the student publication concerned.
 - 15.6.1 to determine the criteria for the selection of the editorial staff of the major student publications;
 - 15.6.2 to prescribe the manner and procedure for the implementation of the editorial examinations;
 - 15.6.3 to prescribe the criteria and manner in the selection of the Editorial Examiners Board by the Director of Student Publications;
 - 15.6.4 to appoint students who will assist in the conduct of editorial examinations.
- 15.7 The Editorial Examiners Board shall be composed of incumbent editors of the student publication concerned who are not running for any editorial board position in the following school year, and a corresponding number of practitioners in journalism, creative writing and related fields duly appointed by the current editorial board. It shall have the following powers and functions:
 - 15.7.1 to evaluate and select the incoming editorial staff based on clearly established criteria and properly promulgated procedures.
 - 15.7.2 to formulate questions for the written and/or oral examinations; and
 - 15.7.3 to check examination papers and present the results of the examinations to the Editorial Screening Board.
- 15.8 **Selection of Other Staffers.** Staff members shall be determined by the editorial board based on proficiency and competence through competitive examinations and interviews to be conducted by the editorial boards of each publication which is headed by the Associate Editor.

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- 15.8.1 Staff members should maintain his/her status as a bona fide student to retain membership in the publication staff.
- 15.8.2 Staff members shall be classified as either regular or probationary based on the length of time of active membership set by each editorial board.

15.9 Allocation of Duties and Responsibilities

- 15.9.1 Student publications shall prepare, publish and circulate their editorial materials for the University community as follows:
 - 15.9.1.1 ***The LaSallian***: Every first week of the month within each school term.
 - 15.9.1.2 ***Ang Pahayagan Plaridel***: Every third week of the month within each school term.
 - 15.9.1.3 ***The Malate Literary Folio***: One week before the end of each trimester.
 - 15.9.1.4 ***Green and White***: Annually, and released by the third month after the last commencement exercise of the school year.
- 15.9.2 All money disbursements should be channeled through the respective managing editor of the various publications. Only the signature of the editor-in-chief will validate requisitions through the Student Publications Office. In the absence of the editor-in-chief, the signature of the associate editor with a reasonable explanation for the proxy.
- 15.9.3 All expenditures must be supported by official receipts to be submitted to the managing editor for accounting, then to the Director of Student Publications.
- 15.9.4 Disbursements of office supplies should be recorded and accounted for by the office manager.
- 15.9.5 Facilities belonging to the publications may be used only by members of the editorial board and their staff. Publication equipment and supplies may not be taken out of their respective offices, except during out-of campus presswork.
- 15.9.6 Office rules and policies for venues of major student publications will be determined by the editorial board and the office manager. It is the responsibility of each publication to ensure that its staffers know of the existence of such rules.

15.10 **The Student Publications Grievance Committee** shall be composed of a faculty member, a student representative, and an administration representative. Its composition shall be determined at the beginning of the school year.

15.10.1 Complaints related to these guidelines regarding student publications or those arising out of their performance shall be addressed to this Committee.

15.10.2 This Committee shall investigate the complaint and, if necessary, recommend sanctions to the Dean of Student Affairs, who shall decide whether to impose such sanctions.

15.10.3 Provision in Section 13 (Discipline Board) of this Handbook shall apply where pertinent, particularly those governing procedure.

15.11 **Policy on Professional Journalism in Student Publications**

15.11.1 Student publications shall enjoy the right to freely and responsibly publish articles, opinions, and other published works, guided by the Campus Journalism Act of 1992 (RA 7079) and the University Mission Statement, without any undue influence or threat.

15.11.2 In the same manner, said publications are subject to all the provisions of the law pertaining to the mass media. The publications shall be fully and solely responsible for materials they publish.

15.11.3 Complaints against any member of the academic community may be published following the existing editorial policies. For cases with on going investigations, only the facts and not the merits of the case may be published. Published articles must be well researched and balanced.

15.11.4 All stories, editorial, photographs, and illustrations, appearing in student publications should carry by-lines, credit lines, or tag lines. Otherwise, the editorial board of the publication, shall be held fully and solely responsible for material appearing without credit.

15.11.5 Hand-outs produced by any means by student organizations for campus circulations should clearly and prominently display the name of the organization and that of its editor or president/chair.

15.11.6 If the need arises, a legal adviser shall be appointed for the student publication concerned.

15.12 Violations of, or failure to comply with any of the above provisions shall be subject to appropriate action by the Dean of Student Affairs, upon the recommendation of the Student Publications Grievance Committee or the Committee on Student Publications.

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