

**MANUAL**  
*for* **STUDENTS**

University of Cebu | 2013 Edition

## **PREFACE**

Beloved students, welcome to the University of Cebu!

The University of Cebu is the fastest growing University, if not, the most dynamic amongst all universities in the City of Cebu. Previously known as the Cebu College of Commerce when it opened in 1964, it became the Cebu Central Colleges in 1972 and, finally, became University of Cebu in 1992 as a testament of its desire to provide the best and affordable education to the majority.

UC shall indeed work towards giving you the best education. However, you are delegated part of the task in your ability to give importance to your studies and assignments and in your willingness and enthusiasm to participate in both curricular and co-curricular activities. UC hopes that you would give yourself generously to the rigors of daily classroom work and the challenges of learning. While “SUCCESS” needs “UC” to be spelled, it can never be complete without “U.”

This Student Manual is your brief introduction to the world of UC. Go through its pages and understand its contents. Initially, this may just be a script, but eventually, you will realize that this is after all “the way of life and a way of journeying in this University.”

We hope that your stay in the University of Cebu will be meaningful and memorable!

  
**ATTY. AUGUSTO GO**  
President

  
**MS. CANDICE GOTIANUY**  
Chancellor

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# INTRODUCTION

## A. OUR VISION

Democratize quality education.  
Be the visionary and industry leader.  
Give hope and transform lives.

## B. OUR MISSION

The University offers affordable and quality education responsive to the demands of local and international communities. The University commits:

1. To serve as an active catalyst in providing efficient and effective delivery of educational services;
2. To pursue excellence in instruction, research and community service towards social and economic development as well as environmental sustainability;
3. To acquire, disseminate and utilize appropriate technology to enhance the University's educational services; and
4. To foster an organizational culture that nurtures employee productivity and engagement.

## C. OUR GOALS

1. To offer programs that are relevant, holistic and compliant with institutional, regulatory, industry and accreditation standards that will develop life-long learners;
2. To develop social awareness, responsibility and accountability among stakeholders anchored on instruction, research, and production;

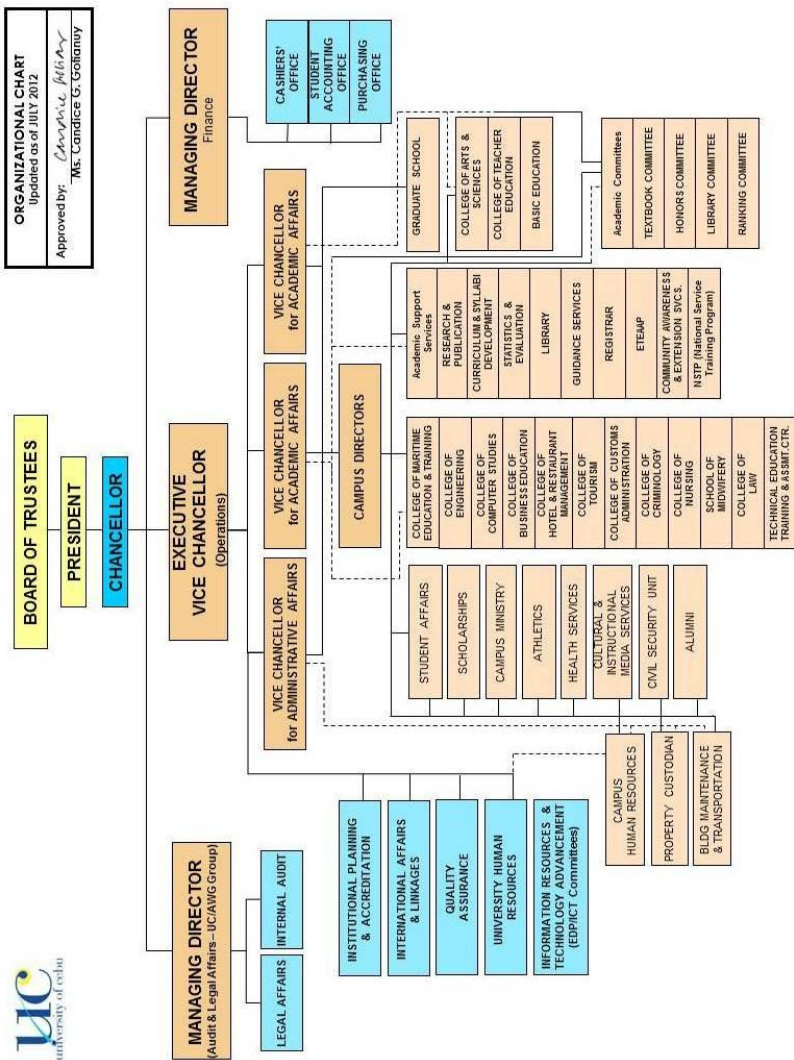
3. To complement the academic programs with holistic and integrated student personnel services;
4. To develop a pool of qualified, professional and motivated faculty in the areas of instruction, research and community extension;
5. To ensure effective administration and supervision of instructional and learning resources in support of the academic programs;
6. To provide an environment that is safe, functional, and conducive to teaching, learning and working; and
7. To ensure collaborative, sustainable, efficient, and effective operations in meeting the needs of the institution and its stakeholders.

## D. OUR CORE VALUES

The University believes in these core values:

1. **INNOVATION**  
*“Be the visionary and the industry leader.”*
2. **CAMARADERIE**  
*“Living in the spirit of harmony and approachability.”*
3. **ALIGNMENT**  
*“All activities are geared towards core values and priorities.”*
4. **RESPECT**  
*“Always a professional, mindful of God, University, community and self.”*
5. **EXCELLENCE**  
*“To be great at whatever it is we do and go for the best.”*

# E. ORGANIZATIONAL CHART



## F. ACADEMIC PROGRAMS

1. **COLLEGE OF ARTS**
  - 1.1 Bachelor of Arts major in:
    - 1.1.1 English
    - 1.1.2 Psychology
    - 1.1.3 Political Science
  
2. **COLLEGE OF BUSINESS AND ACCOUNTANCY**
  - 2.1 Bachelor of Science in Business Administration major in:
    - 2.1.1 Financial Management
    - 2.1.2 Human Resource Development Management
    - 2.1.3 Management Accounting
    - 2.1.4 Marketing Management
    - 2.1.5 Real Estate Management
    - 2.1.6 Office Administration
      - a. Associate in Office Administration
  - 2.2 Bachelor of Science in Accountancy
  - 2.3 Bachelor of Science in Accounting Technology
    - 2.3.1 Associate in Accounting Technology
  
3. **COLLEGE OF CRIMINOLOGY**
  - 3.1 Bachelor of Science in Criminology
  
4. **COLLEGE OF COMPUTER ENGINEERING**
  - 4.1 Bachelor of Science in Computer Engineering
    - 4.1.1 Associate in Computer Engineering
  
5. **COLLEGE OF INFORMATION AND COMPUTER STUDIES**
  - 5.1 Bachelor of Science in Information Technology
  - 5.2 Bachelor of Science in Information System
    - 5.2.1 Associate in Information System
  - 5.3 Associate in Computer Technology (Programming)
  - 5.4 Associate in Computer Technology major in Animation
  
6. **COLLEGE OF CUSTOMS ADMINISTRATION**
  - 6.1 Bachelor of Science in Customs Administration

**7. COLLEGE OF ENGINEERING**

- 7.1 Bachelor of Science in Civil Engineering
- 7.2 Bachelor of Science in Electrical Engineering
- 7.3 Bachelor of Science in Electronics and Communications Engineering
- 7.4 Bachelor of Science in Industrial Engineering
- 7.5 Bachelor of Science in Mechanical Engineering
- 7.6 Bachelor of Science in Naval Architecture and Marine Engineering

**8. COLLEGE OF EDUCATION**

- 8.1 Bachelor of Elementary Education
  - 8.1.1 General Education
  - 8.1.2 Special Education
- 8.2 Bachelor of Secondary Education major in:
  - 8.2.1 Biological Science
  - 8.2.2 English
  - 8.2.3 Filipino
  - 8.2.4 MAPEH
  - 8.2.5 Mathematics
  - 8.2.6 Physical Science
  - 8.2.7 Social Science

**9. COLLEGE OF HOTEL AND RESTAURANT MANAGEMENT**

- 9.1 Bachelor of Science in Hotel and Restaurant Management
  - 9.1.1 Associate in Hotel and Restaurant Management

**10. COLLEGE OF LAW**

- 10.1 Bachelor of Laws
- 10.2 *Juris Doctor*

**11. COLLEGE OF MARITIME EDUCATION**

- 11.1 Bachelor of Science in Marine Engineering
- 11.2 Bachelor of Science in Marine Transportation
- 11.3 Catering and Stewarding Services

**12. COLLEGE OF NURSING**

- 12.1 Bachelor of Science in Nursing



12.2 Health Care Services

13. **COLLEGE OF TOURISM**

13.1 Bachelor of Science in Tourism

14. **SCHOOL OF MIDWIFERY**

14.1 Diploma in Midwifery

15. **GRADUATE SCHOOL**

15.1 Doctor of Education major in:

15.1.1 Educational Leadership and Management

15.1.2 Institutional Planning

15.2 Master of Arts in Nursing major in:

15.2.1 Community Health Nursing

15.2.2 Maternal and Child Nursing

15.2.3 Medical-Surgical Nursing

15.2.4 Nursing Administration

15.2.5 Psychiatric Nursing

15.3 Master of Business Administration

15.3.1 Thesal

15.3.2 Non-thesal

a. Financial Management

b. Hotel and Restaurant Management

c. Human Resource Management and Development

15.4 Master of Science in Criminal Justice

15.5 Master of Science in Elementary Management

15.6 Master in Science Teaching major in:

15.6.1 Computer Studies

15.6.2 Educational Technology

15.6.3 English Language and Literature

15.6.4 Filipino

15.6.5 *Makabayan*

15.6.6 Marine and Nautical Sciences

15.6.7 Mathematics

15.6.8 Science

## G. STUDENT PERSONNEL SERVICES

1. **ACCOUNTING DEPARTMENT.** This department handles the financial matters of the University like transactions on assessments as well as payment of fees – tuition, miscellaneous, and others.
2. **ATHLETICS DEPARTMENT.** This department facilitates the training and development of the University’s athletes.
3. **BUILDING ADMINISTRATION.** The safety and convenience of students in their use of the University’s physical plant are this department’s prime concern. It maintains and provides the University’s transportation and bus services.
4. **CAMPUS MINISTRY.** In light of the pastoral program of the Church, this department assists the individual to attain spiritual formation through the designed integrative programs that will enhance values and social relevance.
5. **CIVIL SECURITY UNIT (CSU).** This department looks into the safety of persons and property in the campus, especially from man-made and natural calamities.
6. **COMMUNITY AWARENESS RELATIONS AND EXTENSION SERVICES (CARES).** The University believes that learning is not confined in the four walls of the classroom. This department therefore provides the opportunities for students, teachers, and staff to interact with people outside of the academe and participate in alleviating and improving the lives of and empowering the marginalized and less privileged sector of our society.
7. **INFORMATION RESOURCE AND TECHNOLOGY ADVANCEMENT CENTER.** This department develops, installs, and maintains all academic and administrative computer-based information systems. It guides users in formulating requirements and advises on alternatives and implications of new or revised computer systems/applications technology. It oversees and coordinates activities such as programming, network administration, system design, applications

development, user development, and user support and computer operations.

8. ***GUIDANCE AND COUNSELING SERVICES.*** This office provides students opportunities of becoming a well-integrated individual whose awareness and understanding of oneself facilitates personal growth and adjustment to life. It offers the following services: Student inventory and appraisal, information, counseling, follow-up, and other special programs implemented in coordination with the deans, teachers, and other student personnel services. It also handles the University's job placement programs in coordination with the Student Affairs Office and the colleges.
9. ***INSTRUCTIONAL MEDIA SERVICES.*** This office manages the use of the University's function rooms and audio-visual rooms as well as audio-visual equipment needed for any classroom, instructional and student-related activities. In the Banilad, Mambaling, and Lapu-Lapu-Mandaue campuses, the Building Administration office handles this function.
10. ***LIBRARY AND ELECTRONIC RESOURCE SERVICES.*** Aside from the different books available, this department also provides computer services with internet capabilities as well as electronic educational materials like videos and digital videos in order to facilitate global learning.
11. ***MEDICAL AND DENTAL SERVICES.*** The health of the student body and members of the whole academic community is this department's concern. The University's registered doctors, nurses, and dentists provide the adequate medical and dental services.
12. ***REGISTRAR'S OFFICE.*** This department takes care of the archiving, maintenance and dispensing of academic records and documents of students and graduates such as the Transcript of Records (TOR), diploma, and pertinent certificates of students' academic performance.
13. ***SHIPBOARD TRAINING OFFICE.*** For Maritime courses, this office provides the guidelines and information concerning the Pre-

Embarkation Orientation Seminar of students and facilitates the cadets during Shipboard Training.

14. **STUDENT AFFAIRS OFFICE.** This department responds to the needs and demands of the students in order to promote a more active and vibrant campus life. Moreover, it trains and develops student leaders who can positively contribute to the intellectual, civic, religious, and political ferment of the society.
  
15. **STUDENT CULTURAL SERVICES.** This department serves as the University's catalyst in promoting the richness of the Filipino cultural heritage inside and outside the University. It handles the numerous cultural productions, stage plays and musicals, dance presentations as well as choral and string instrument renditions. It also looks into the training and development of student artists and performers.
  
16. **SCHOLARSHIP OFFICE.** This department disseminates information of available scholarship grants, accepts applicants for scholarship, and monitors the development of scholars. It also provides enhancement activities for the scholars' welfare and improvement.
  
17. **UNIVERSITY RESEARCH CENTER.** The University is not only a disseminator but also a producer of knowledge. It helps students and teachers develop their research capabilities and skills.



# ACADEMIC POLICIES

## A. ADMISSION AND RETENTION

Academic entrance requirements vary with the status of the prospective student and the program in which he/she desires to enroll. The University reserves the right not to accept any applicant whose qualifications do not meet the standards and requirements of the program in which he/she desires to enroll.

1. **NEW STUDENTS.** New students are high school graduates enrolling in the University for the first time.
  - 1.1 At the time of enrollment, a new student must submit his/her high school report card (Form 138), duly certified by the principal, his/her NSO birth certificate, as well as his/her Certificate of Good Moral Character from his/her principal or guidance counselor.
  - 1.2 Only a graduate of a recognized high school shall be considered for enrollment as a new student.
  - 1.3 For Maritime courses, the following Department of Health (DOH) medical requirements are annually required: urine, stool, CBC, X-ray, psychological, eye sight (Ishihara for BSMT and Lantern or any other color perception test for BSMARE), and hearing examination (per CMO #13, Series 2005); and Hepatitis B Screening.
  
2. **TRANSFER STUDENTS.** Transferees are those who wish to enroll in the University after having been enrolled in collegiate or technical courses in another institution. Transfer students are also those former college students returning to the University after having enrolled in other educational institutions.
  - 2.1 At the time of enrollment, a transferee must submit the following credentials:
    - 2.1.1 Certificate of transfer credential from the school last attended;
    - 2.1.2 Statement of good moral character signed by an adviser and certified by the school dean/head and/or the student affairs director; and

- 2.1.3 Informative copy of his/her TOR, which includes the descriptive title of the subjects taken, the number of units and the grades earned.
  - 2.2 A transferee should have at least 30 units to complete, a grade point average (GPA) of at least 2.5 in all subjects already taken, and no more than 2 failures to be admitted. He/she should have at least one-year residence in the University prior to graduation.
  - 2.3 A department may choose to give a validating examination to a transferee whose GPA is below 2.5. Entrance exams administered by the Guidance Office is a requirement for the transferee's admission to the University.
3. **RETURNEE STUDENTS.** Returnee students are those previously enrolled in the University either in the immediately preceding semester or after having stopped without enrolling elsewhere.
    - 3.1 If in any one semester or summer session, a student failed in one-third of the units for which he/she is registered, he/she may not enroll in the same program without the written recommendation of the college Dean. If the student failed the second time, he/she may enroll in another program if accepted by the Dean of the new program. If the student failed in similar manner for the third time, he/she shall be disqualified from registration in the University.
    - 3.2 The disciplinary rules and regulations of the Commission on Higher Education (CHED) and the University govern the non-academic reasons for the non-readmission of a student.
  4. **ALIENS, NATURALIZED FILIPINOS, AND STUDENTS WITH FOREIGN NAMES**
    - 4.1 Philippine-born alien students must submit a photocopy of their Alien Certificate of Registration (ACR) and Native-Born Certificate of Registration (NBCR), certified against the original by the CHED Regional Office.
    - 4.2 Children of naturalized Filipino citizens must submit a copy of Identification Certificate issued by the Commissioner of Immigration and certified against the original by the CHED Regional Office.
    - 4.3 Filipino citizens whose family names are of foreign origin must submit their birth certificates issued by the Local Civil Registrar.

Foreign-born alien students must submit a photocopy of their ACR, certified against the original by the CHED Regional Office.

**5. FOREIGN STUDENTS**

- 5.1 For overseas students, who are still abroad, they may apply for admission in writing with the University Registrar and submit the following admission requirements:
- 5.1.1 Six (6) copies of the duly accomplished Personal History Statements (PHS) signed in English and in his/her national alphabet. PHS form is available at the Philippine Foreign Services Post (PFSP) in the applicant's home country;
  - 5.1.2 Six (6) copies of the original Transcript of Scholastic Records duly authenticated by the PFSP in the student's country of origin or legal residence;
  - 5.1.3 Six (6) copies of the notarized Affidavit of Adequate Financial Support (AAFS) including bank accounts or notarized Notice of Grant for institutional scholars to cover expenses for the student's accommodation and subsistence as well as school dues or other incidental expenses;
  - 5.1.4 Six (6) copies of the data page of the applicant's passport showing the date and place of birth, duly authenticated by the PFSP in the applicant's country of origin or legal residence; and
  - 5.1.5 Remittance of Acceptance Fee of US\$ 120.00 to cover the issuance of Notice of Acceptance (NOA), handling and mailing of the above documents to the Philippine Department of Foreign Affairs (DFA) and mailing of a copy of NOA to the applicant.
  - 5.1.6 The DFA needs the above-mentioned documents to process the issuance of a Student Visa.
- 5.2 For foreign students, who are already in the Philippines under any visa category, may apply in the Bureau of Immigration (BoI) for the change/conversion of his/her admission status to that of a student under Section 9(f) of the Philippine Immigration Act of



1940, as amended pursuant to Executive Order No. 285.  
Requirements:

- 5.2.1 Written endorsement from the University Registrar;
  - 5.2.2 NOA;
  - 5.2.3 Six (6) copies of the notarized proof of AAFS to cover expenses for the student's accommodation and subsistence as well as school dues and other incidental expenses;
  - 5.2.4 Six (6) copies of the original Transcript of Scholastic Records, duly authenticated by the PFSP in the student's country of origin or legal residence;
  - 5.2.5 Six (6) copies of the Police Clearance Certificate issued by the national police authorities in the student's country of origin or legal residence, duly authenticated by the PFSP having consular jurisdiction over the place for a student who resided in the Philippine for less than 59 days. However, for students who resided in the Philippines for more than 59 days at the time he/she applies for said change/conversion of his/her admission status to that of a student, he/she shall also be required to submit the National Bureau of Investigation (NBI) clearance;
  - 5.2.6 Six (6) copies of the Quarantine Medical Examination Certificate issued by the National Quarantine Office;
  - 5.2.7 Six (6) copies of student's PHS, signed by the student with a 2x2-inch recently taken photograph;
  - 5.2.8 Six (6) copies of the data page of the applicant's passport and the stamp of the latest arrival; the passport itself shall be presented for verification; and
  - 5.2.9 Remittance of Acceptance Fee of US\$ 120.00 to cover the issuance of NOA, handling, and mailing of the above documents to the Bol, Manila.
- 5.3 For foreign students who wish to transfer from one Philippine higher educational institution (HEI) to another, the requirements are:
- 5.3.1 NOA from accepting school;
  - 5.3.2 Letter of No Objection issued by the Bol; and
  - 5.3.3 Certificate of Transfer Credentials and Certificate of Good Moral Character issued by the previous school.

- 5.4 Scheduling of Processing of Student Visa:
  - 5.4.1 For first semester applicants: January 1 to April 15
  - 5.4.2 For second semester applicants: June 1 to September 15
  - 5.4.3 For summer classes applicants: December 1 to January 31
- 5.5 In accordance with the regulations of CHED and other government agencies supervising foreign students, no foreign student may be allowed to enroll unless he/she can submit a valid permit to study and a student's visa to the Foreign Students Section of the University Registrar.
6. **SPECIAL STUDENTS.** Special students are those who are not entitled to receive official credit for work, which they desire to take because they do not satisfy the requirements for admission to the courses or subjects or for any other reason. Special students may be admitted at any time to the course they wish to attend provided that:
  - 6.1 They receive approval from the Dean and/or department Chairperson for each of the course they intend to participate in;
  - 6.2 They sign an agreement that they waive the right to receive and to demand credit for the work done [Section VIII, par. 144, Manual of Regulations for Private School (MORPS), 1970, 7<sup>th</sup> edition] and that they pay in full the fees at the time of enrollment; and
  - 6.3 Special students are not eligible for any honors or privileges.
7. **GRADUATE STUDENTS.** Graduates who hold the appropriate bachelor's degree or its equivalent are eligible for admission to studies leading to the Master's degree. Prospective graduate students shall submit their application for admission and other requirements to the Graduate School Office within a reasonable period before the opening of each term.

## B. ENROLLMENT AND WITHDRAWAL OR TRANSFER

Every prospective student must enroll during the prescribed registration period. Detailed instructions on enrollment procedures are found in the enrollment form and are posted on the bulletin board during enrollment

period. No enrollment is possible without the necessary credentials. Enrollment by proxy is not allowed.

Considered a *bona fide* student of the University is one who is duly enrolled – that is, one who has submitted his/her valid credentials, has attended classes and has paid his/her school fees or made arrangement for payment with the Accounting Department.

1. **CHANGING OF SUBJECTS.** During the enrollment period, a student may, with the approval of the Dean or the department Chairperson, change subjects, or program. Changes, however, are not permitted after the close of the enrollment period.
2. **WITHDRAWAL FROM SUBJECTS AND PROGRAM.** A student may officially withdraw from his/her subject, even after the close of the enrollment period, upon recommendation by the Dean and with the approval of the Registrar. Withdrawal from subjects is not ordinarily approved after the midterm examination.
  - 2.1 Since failure to officially withdraw when a student stops attending class results in a grade of Dropped (DR), students who are contemplating withdrawal from subjects should consult with the Dean/Chairperson/Registrar concerning the withdrawal procedure.
  - 2.2 Approval for withdrawal will not be given in the following cases:
    - 2.2.1 If the accumulated number of absences from class takes up 20% of the officially scheduled number of classes; or
    - 2.2.2 If the student does not have written permission to withdraw from his/her parents or guardian.
3. **DROPPING FROM CLASS.** This is relative to continuing CHEd regulations. Hence, a student can only be dropped upon the recommendation of the teacher and with the approval of the Dean concerned.
4. **CERTIFICATE OF TRANSFER CREDENTIAL (Formerly Honorable Dismissal).** A student who desires to transfer to another school should apply for a Certificate of Transfer Credential. Such certificate will be

issued only after the applicant has been cleared of all financial and property liabilities and has surrendered his/her school ID.

4.1 An informative copy of the TOR and other records will be issued with the Transfer Credential seven (7) days after clearance has been filed with the University Registrar.

4.2 The University will mail the official TOR and other documents within 30 days after the receipt of the “return slip” to the school where the student intends to enroll.

4.3 A statement of good moral character and standing may be issued to the student upon request.

5. **CROSS ENROLLMENT.** No student may enroll simultaneously in two schools without the prior approval of the University Registrar. Violation of this rule may cancel the student’s right to credit for work done in either school or both.

5.1 The Registrar issues the Permit to Cross Enrollment only upon recommendation of the Dean concerned, only if the applicant is a candidate for graduation during the school year and the course is not offered during that school year in the college or is in conflict with other subjects.

5.2 The maximum number of units for which cross-enrollment is ordinarily permitted is six (6) units during the summer term.

6. **SUMMER STUDY IN ANOTHER SCHOOL.** A student in the University may enroll in another school during summer period and obtain credit in the University only upon the prior recommendation of the Dean and/or department Chairperson, provided such school is duly authorized to operate. No permit to study in another school during summer period will be granted for the following:

6.1 Any subject in which the student failed in the University; or

6.2 Any major, specialized, or professional subject in any year.

## C. ISSUANCE OF RECORDS AND RECORD KEEPING

1. **ISSUANCE OF STUDENT’S ACADEMIC RECORDS.** Before a student is issued his/her own academic records, he/she shall be required to

present an accomplished request form and clearance. The requested records shall be released on the following schedules:

- 1.1 Ordinary days/period: Five (5) working days upon receipt of the accomplished clearance and payment of document fee.
- 1.2 Enrollment period: Seven (7) working days upon receipt of the accomplished clearance and payment of document fee.
2. **ISSUANCE OF SUBSEQUENT COPY OF DIPLOMA.** Issuance of subsequent copy of the Diploma requires an execution of a notarized Affidavit regarding the circumstance/s of the loss of the original copy issued and payment of re-issuance fee.
3. **ISSUANCE OF STUDENT'S ACADEMIC RECORDS, DIPLOMA, ETC. TO PROXY.** The proxy must present a duly notarized Written Authority executed by the owner of the academic records, diploma, etc., before they are released to the proxy. The notarized Written Authority shall be kept on file in the student's records. The notarized Written Authority should identify the proxy, address, and relationship of the person granting the authority and bear the signatures of both.
4. **ISSUANCE OF STUDY LOAD, GRADE SLIP, EVALUATION SHEET, APPLICATION FOR GRADUATION, AND CLEARANCE.** As a rule, initial issuance of study load, grade slip, application for graduation and clearances are free, except for evaluation sheet. Re-issuance of these documents shall cost the requesting student to pay minimal charges.
5. **WITHDRAWAL OF ENROLLMENT.** A student who will withdraw his/her enrollment shall fill in a Withdrawal Form and attach his/her study load and student copy of the enrollment form. If the withdrawal is by proxy, present a notarized Written Authority executed by the enrolled student granting the authority. The authority must state the name, address of the proxy, and bear the signatures of both.
6. **EVALUATION OR ACCREDITATION OF RECORDS.** Students entering their third year or fourth year of the four or five year courses, respectively, are advised to get a copy of the prospectus of their courses and present it to the University Registrar for evaluation of subjects and credits earned. Evaluation or accreditation shall be

extended only once, so students must keep said evaluation as their guide for the succeeding enrollment until graduation. Evaluation or accreditation of subjects and units earned for transferees must be referred to and be determined by the college Dean/Chairperson.

7. **CHANGING OR CORRECTION OF GRADES.** As a rule, no changing or correction of grade entry in the grade sheet is allowed once it has been submitted and finally encoded by the University Registrar, except upon the teacher's submission of a petition approved by the Vice Chancellor for Academic Affairs.
8. **LOAD REVISION.** Adjustment of study load shall be allowed during the first week of the start of class. Students must secure an Adjustment Form from the Dean, subject for approval, a copy of which shall be submitted to the University Registrar and another copy to the Accounting Department for adjustment of fees.
9. **RECORD KEEPING.** To maintain secrecy and confidentiality of records, students' records are kept in safe storeroom. Taking out of student records are prohibited unless authorized by the Registrar, requested by higher University officials, or required through a *subpoena duces tecum* by a competent court. Authorized personnel should properly record students' records taken out from the file.

## D. CURRICULAR AND NON-CURRICULAR ACADEMIC REQUIREMENTS

1. **STUDY LOAD.** The program in which the student is enrolled ordinarily prescribes the normal semester study load. It usually consists of 18-21 units over and above the subjects PE, NSTP, and, in the case of BSBA, SP, and BM in the first and second years and CSci in the third year. A student is considered "full time" or carrying a full load when he/she carries all subjects prescribed for his/her program.
2. **OVERLOAD.** Par. 134 of the MORPS states, "Students in the graduating class may be permitted a load of 3 units in college, in excess of the

regular.” However, PE of two units, NSTP of 3 units, SP of 3 units, BM of 3 units and CSci of 3 units will constitute an excess load if not taken in their curricular order. A program with 21 units or above has a built-in overload granted by CHed for such a program. Therefore, a load in excess of 21 units is strictly not allowed.

2.1 If graduating, a student who wants to carry an overload needs the approval of the Vice Chancellor for Academic Affairs.

2.2 During the summer period, a student may carry a maximum of nine units with no overload whatsoever.

3. **SEQUENCE OF SUBJECTS.** No advance subjects should be assigned to the student unless he/she has satisfactorily passed the prerequisites to the subjects.
4. **NATIONAL SERVICE TRAINING PROGRAM (NSTP) OF REPUBLIC ACT 9163.** All incoming freshmen, male and female, starting school year 2002-2003, enrolled in any baccalaureate degree and in at least two-year technical-vocational or associate courses are required to complete one NSTP program component of their choice as a graduation requirement. The three NSTP program components are:
  - 4.1 Reserve Officers’ Training Corps (ROTC);
  - 4.2 Civic Welfare Training Service (CWTS); and
  - 4.3 Literacy Training Service (LTS).
5. **PHYSICAL EDUCATION (PE).** All students are further required to earn eight units of PE during their first two years. Simultaneous enrollment in two or more basic PE courses in a particular semester is not permitted.
6. **POST-SECONDARY COURSE.** Any course taken beyond the secondary level covering a period of at least two years of study shall be considered a post-secondary course.
7. **ABSENCES FROM CLASS.** The maximum number of permitted absences from class attendance should not exceed 20% of the prescribed number of class period for the course – that is, 10 absences from either a 3-unit lecture course or a 1-unit of laboratory course. Excellence in the performance of the student may, however, be given

consideration upon approval of the Dean or Chairperson of the college.

## E. CLASSROOM PROCEDURE

A bell is rung to signify the end of class, followed by a 10-minute interval. After which, a second bell is rung to mark the beginning of the next class. Teachers and students are expected to be inside the classroom and ready for the lesson by the time the second bell rings.

At the end of each class, it is the teacher's responsibility to ensure that the lights are turned off, the writings on the board are erased, and the tables and chairs are in order.

1. **BEADLE.** The teacher must assign a student to be the beadle for each class. A beadle may either be elected by the class or be designated by the teacher. The following are the general responsibilities of the beadle:
  - 1.1 Ensure that chalk and eraser are available. They may be obtained from the Dean's office or Property Custodian Office;
  - 1.2 Ensure that the blackboard is cleaned;
  - 1.3 May assist in keeping the attendance records of the teacher; and
  - 1.4 May also dismiss the class in case the teacher is absent, provided the following conditions are met:
    - 1.4.1 Students must wait quietly in the classroom for 10 minutes for a 1-hour class, 15 minutes for a 1.5-hour class, or 30 minutes for a 3-hour class.
    - 1.4.2 If the teacher does not show up within the elapsed time, the Beadle must inform the Dean about the teacher's absence so that a substitute teacher can be immediately designated to temporarily handle and supervise the class.
    - 1.4.3 If no substitute teacher is designated within the next five (5) minutes, the students may consider themselves dismissed.
2. **TARDINESS.** A student who comes in the classroom 15 minutes after the second bell has rung is considered late. A student who comes in



after the fifteenth minute is considered absent. A student who accumulates three instances of tardiness will be given one cut.

3. **CUT SYSTEM.** All students are expected to attend classes. A student, however, is allowed a limited number of absences, that is: three (3) times the number of class meetings a week plus one. If a student incurs more cuts than allowed, he/she receives an automatic failure grade of 5.0. Absence due to late registration is considered a cut.
4. **CONSULTATION HOUR.** The University believes that academic counseling is an indispensable part of the teaching process. Education is incomplete if it is limited to the classroom. As such, teachers are expected to provide students with extensive opportunities to consult and, where possible, to schedule office hours for informal discussions. A minimum of two (2) hours a week is required of each teacher. Students are highly encouraged to make use of the consultation hour.

## F. EXAMINATIONS AND GRADING SYSTEM

Aside from the class quizzes and tests, there are four general examinations every term: Prelim, mid-term, semi-final, and final. Dates of these examinations are posted on bulletin boards.

No student is allowed to take an official examination unless he/she presents an Admit-to-Exam Slip issued by the Accounting Department. Grade reports are sent to parents by mail at the end of each term.

1. **GRADE POINT AVERAGE (GPA).** The GPA or weighted average is the measure of the quality of a student's general academic performance for a regular academic term. As such, if a student has satisfied the GPA requirement for a given academic year with two (2) semesters, this would determine those who are honor students or those on the Dean's list. The GPA of a student is computed by:
  - 1.1 Multiplying the grade point value on each subject by the number of units in the course; and
  - 1.2 Adding these products and dividing the result by the total number of units taken during the periodic term or year.

1.3 PE and NSTP grades are not included when computing the GPA.

2. **DEAN'S LIST.** Honor students on the Dean's list are awarded every semester based on the GPA. The top three (3) honor students on the list are determined per year level and per program.
3. **GRADES.** Academic achievement is graded in the following manner:

<b>Grade</b>	<b>Equivalent</b>	<b>Remark</b>
1.0	100-96	Excellent
1.1-1.5	95-90	Very Good
1.6-2.6	89-80	Good
2.7-2.9	79-77	Fair
3.0	75	Passing
3.1-3.5	Below 76	A conditional grade given to student whose performance is not satisfactory for passing. This is applicable only for the mid-term period.
3W	Warning	A grade given to a student who gets 3.5 below. It is a warning to the student to study more in order to pass the subject. This is applicable only for mid-term period.
5.0	Failed	A grade given to a student who gets below 3.0 for the final grade. Note: The final grade shall only be "Passed" or "Failed." No conditional grade is allowed.
W	Withdrawn	A mark given to the student who officially withdrew the subject. Withdrawal of a subject is allowed only before mid-term examination.
DR	Dropped	A mark given to a student who unofficially withdrew the subject and/or whose accumulated absences exceed the allowable number of absences (20% of the total number of class days).
NG	No Grade	A mark given to a student who fails to take a major examination and/or fails to complete other requirements of the course. This is applicable during mid-term period only for

		the undergraduate programs. However, the Graduate School may use this during mid-term and final grades.
NA	Not Attending	A mark given to a student who has no attendance since the start of the class.

## G. GRADUATION

Candidates for graduation are required to apply for evaluation of their records during the semester preceding their graduation in order that any deficiency may be settled. Dates and deadlines for evaluation are announced each semester. Fines are imposed on those who file late applications.

1. **APPLICATION FOR GRADUATION.** After a candidate's records have been evaluated and cleared, he/she should file an application for graduation, which is usually done a week after the enrollment period. Application forms may be obtained from the Registrar's Office.
2. **CLEARANCE.** Candidates for graduation are required to accomplish their graduation clearance a day before the final examinations to clear them from any financial and property obligations.

## H. SELECTION OF HONOR GRADUATES

1. **REQUIREMENTS.** Students may be granted with honors if they meet the following requirements:
  - 1.1 Grade Requirements. Students may graduate with honors if they obtain the following GPA:
    - 1.1.1 Baccalaureate courses:
      - a. Summa Cum Laude: 1.0-1.2 with no grade below 2.0
      - b. Magna Cum Laude: 1.21-1.45 with no grade below 2.3
      - c. Cum Laude: 1.46-1.70 with no grade below 2.5
    - 1.1.2 Associate courses:

- a. With Highest Distinction: 1.0-1.2 with no grade below 2.0
  - b. With High Distinction: 1.21-1.45 with no grade below 2.3
  - c. With Distinction: 1.46-1.70 with no grade below 2.5
- 1.1.3 Special awards. Students obtaining the required GPA but disqualified due to overstaying for one (1) summer will be granted the following honors:
  - a. Academic Excellence with First Honors: 1.0-1.2 with no grade below 2.0
  - b. Academic Excellence with Second Honors: 1.21-1.45 with no grade below 2.3
  - c. Academic Excellence with Third honors: 1.46-1.70 with no grade below 2.5
- 1.1.4 Grade requirements include grades in non-academic courses such as PE and NSTP.
- 1.1.5 The average is to be computed from the final grades obtained by the student from the first semester of his/her first year until the midterm grades of his/her last semester, inclusive of their curricular program and the grades obtained during summer enrollment, if any.
- 1.1.6 The candidate must not have 5.0, DR, or INC marks throughout the entire curricular program.
- 1.2 Residency Requirements
  - 1.2.1 At the time of graduation, a candidate for:
    - a. the Baccalaureate degree must have at least a residence of two (2) years or four (4) semesters; or
    - b. the Associate course must have a residence of one (1) year or two (2) semesters.
  - 1.2.2 To determine the residency, two (2) summers of nine (9) maximum units per summer are counted as one (1) semester; however, if a student takes summer courses totaling only a minimum of 12 units but not in excess of 18 units, the load will be considered as one (1) semester.
  - 1.2.3 In case of excess in residence requirements due to change in the curriculum and other provisions required by the University and CHed, such excess will not be counted against the student.

- 1.2.4 In the case of transferees or shiftees, the subjects taken previously which are credited in the student's current course shall be converted into semesters.
- 1.2.5 The required time frame for graduation should not be more than:
  - a. eight (8) semesters in case of a four-year course
  - b. ten (10) semesters in case of a five-year course
  - c. six (6) semesters in case of a three-year course
  - d. four (4) semesters in case of two-year course
- 1.2.6 If a student has taken subjects that are not requisites of the program but are for enrichment purposes, then the additional semester/summer spent on these subjects will be disregarded, as far as residency is concerned. However, the grades in these subjects will be considered in the computation.
- 1.3 Load Requirements. The candidate must have carried at least a minimum of 18 units per semester. If the candidate has enrolled in more than the minimum 18 units per semester, he/she may be allowed less than 18 units during the last semester to complete his/her program.
- 1.4 Behavior Requirements. A candidate must not be found guilty of any serious offense as stipulated in this Manual. Any serious violation of the school's rules and regulations is a ground for disqualification.
- 2. **HONORS COMMITTEE.** The Honors Committee is composed of the Vice Chancellors for Academic Affairs/Campus Director, Vice Chancellor for Administration/Legal Officer, at least two (2) Deans, Registrar, Student Affairs Director, and Guidance Center Director/Counselor.
- 3. **SELECTION PROCESS**
  - 3.1 Identification. The candidates for honors shall be identified two (2) weeks after the midterm examination. The following process shall be observed:
    - 3.1.1 The Dean shall secure informative copy of student's scholastic records from the Registrar's Office to identify candidates for endorsement of honors in his/her college.

- 3.1.2 The student is encouraged to apply for honors by submitting an application letter to his/her Dean in order for him/her to be included in the list of candidates for honors.
- 3.1.3 The Dean/Chairperson shall forward the list of candidates with the attached informative copy of student's scholastic records to the Office of the Vice Chancellors for Academic Affairs.
- 3.1.4 The Office of the Vice Chancellors for Academic Affairs shall furnish a copy of the list of candidates to the SAO.
- 3.2 Evaluation and Deliberation. The Vice Chancellors for Academic Affairs shall convene the Honors Committee for the deliberation and evaluation two (2) days after the final examination for the graduating students. Attendance of the majority of the members of the Honors Committee shall constitute a quorum.
- 3.3 Publication. Official publication of the list shall be made at least 15 days before graduation. Honor students should seek clarification or request correction of the results within the week after publication. In the case of summer graduates, they shall be awarded their honors during the first semester of the succeeding school year.
- 4. **EFFECTIVENESS AND COMPLAINTS.** These revised criteria shall take effect starting the first semester of school year 2011-2012. The scheme supersedes all other previous criteria on the selection of honor graduates.

## I. FEES AND PAYMENTS

All fees are computed on the semester or school term basis and may be paid in installment or cash.

- 1. **INSTALLMENT.** After paying the entrance fee, the remaining school fees shall be paid in four (4) equal payments corresponding to the four (4) examination periods.

Exam Period	Payment
Prelim	25% of total assessment plus old account, less

	down payment
Midterm	25% of total assessment plus old account, less down payment
Semi-final	25% of total assessment plus old account, less down payment
Final	25% of total assessment plus old account, less down payment

2. **DISCOUNT ON CASH PAYMENT.** There is a 10% discount on tuition excluding non-academic subjects, if paid in full. Deadline for full payment would be posted on bulletin board.
3. **CHARGING OF FEES FOR WITHDRAWAL OR TRANSFER.** A student who withdraws from any course shall be charged as follows:

Period	Charges
Enrollment period	Registration fees
Within first week of classes	10% of total tuition fees plus registration fees
Within second week of classes	20% of total tuition fees plus registration fees
After second week of classes	Full charges regardless of whether or not a student has actually attended classes

- 3.1 Students with dissolved subjects should withdraw the subject before the prelim examination.
- 3.2 For Maritime course only: If the student failed in the medical examination upon enrollment, payment shall be refunded without charges.
4. **NON-PAYMENT OF ACCOUNTS.** The administration reserves the right to withhold from a student the issuance of TOR, Certificate of Transfer Credentials, and certification of other records, unless the student has fully settled his/her financial and/or property obligation with the University.

5. **TUITION.** A student who transfers or otherwise withdraws in writing within two (2) weeks after the beginning of class and who has already paid tuition and other school fees in full or for any length longer than one (1) month may be charged with 10% of the total amount due for the term if he/she withdraws within the first week of class, or 20% if within the second week of classes whether or not he/she has actually attended class. However, if transfer or withdrawal is due to a justifiable reason, the student shall be charged the pertinent fees only up to and including the last month of attendance (Section 66, p. 33, MORPS, English Edition, 1992).

## J. SCHOLARSHIPS AND FINANCIAL AID

The University offers various types of scholarship or financial assistance, such as:

1. **ACADEMIC SCHOLARSHIP.** Academic scholarships are granted in recognition of outstanding academic achievement. Under this type are the following:
  - 1.1 Scholarships for high school honor graduates:

Rank	Privileges
Valedictorian	Full-free tuition, miscellaneous, laboratory and registration; monthly allowance; book allowance for the entire semester
Salutatorian	Full-free tuition, miscellaneous, laboratory and registration; book allowance for the entire semester
1 <sup>st</sup> -5 <sup>th</sup> Honorable Mentions	Discount on tuition fee (Student pays all other fees – miscellaneous, registration, and laboratory)
6 <sup>th</sup> -10 <sup>th</sup> Honorable Mentions	Discount on tuition fee (Student pays all other fees – miscellaneous, registration, and laboratory)
<b>Note:</b> Only Valedictorian and Salutatorian scholars enrolled in courses with board examinations are entitled to monthly and book allowances.	



1.2 Discount granted to honor students on the Dean's list:

Grade	Discount
1.0 – 1.1	100% discount on tuition fee
1.11 – 1.3	75% discount on tuition fee
1.31 – 1.5	50% discount on tuition fee

1.3. Maritime Scholarship:

1.3.1 Privileges for the international maritime scholarship will vary depending on the provider or agency sponsoring the scholarship. Most often, the scholarship would be in the form of full-free tuition, book allowance, free uniform and the assurance to go on board international training vessels during the scholar's apprenticeship.

1.3.2 For domestic maritime scholars, providers would most often sponsor full-free tuition and the assurance for the scholars to go on board the providers' affiliated vessels during the scholar's apprenticeship.

1.4 Don Sulpicio Scholarship

1.5 Gothong Lines Scholarship

1.6 Gotianuy Scholarship

1.7 Menzi (MPRT) Scholarship

2. **ATHLETICS SCHOLARSHIP.** Athletic scholarships are granted to students who become members of the University's official varsity teams: Athletics, basketball, volleyball, baseball, softball, table tennis, *karatedo*, chess, *sepak takraw*, and swimming. Discounts and privileges are granted on a case-to-case basis, ranging from 10% tuition discount to full-free scholarship and depending on the athlete's achievement.

3. **SCHOLARSHIP FOR CAMPUS MINISTRY CHOIR, SAO VOLUNTEERS, STUDENT ORGANIZATION LEADERS, GUIDANCE PEER FACILITATORS, STUDENT PUBLICATION MEMBERS, AND NATIONAL SERVICE TRAINING PROGRAM.** Students who are members of the various service units of the University and are active participants in their respective programs may be provided with tuition discount, subject to the policies and recommendations of the Scholarship Office.

4. **CULTURAL SCHOLARSHIP.** Students who become members of any of the following art and cultural organizations by virtue of their participation in the art activities and cultural affairs and of their good membership standing are granted scholarship by the Student Cultural Services Department in the form of tuition discounts, ranging from 25% discount to a full-free grant. The following are the University cultural organizations:
  - 4.1 Theatre Workshop Company;
  - 4.2 Dance Company;
  - 4.3 Chorus;
  - 4.4 Technical Production;
  - 4.5 Cheer and Dance Team;
  - 4.6 Symphonic and String Ensemble;
  - 4.7 Drum and Bugle Corps; and
  - 4.8 Brass Band
  
5. **WORKING SCHOLARSHIP.** Students may apply as working scholars, provided their grades meet the required 90 percent and above in case of high school graduates and 2.5 GPA and above for those already in college. Intelligence quotient (IQ) exam and personality test results administered by the Guidance Office are also taken into account. Likewise, family income counts in the selection of the scholars.



# **GENERAL POLICIES & STUDENT SERVICES**

## **A. USE OF UNIVERSITY INSIGNIA, LOGO, AND NAME**

The University asserts ownership over its name, symbols, and marks, which are all intended to present a positive image of the University. The purpose of this policy is to provide information and guideline to the use of the name, symbols, and marks of the University. The use of the University insignia, logo, and name requires approval from the Chancellor as recommended by the Office of Legal Affairs.

## **B. RESPECT FOR FLAGS, ANTHEMS, AND COLORS**

When the National Anthem is being played or sung, or when the flag is on parade, everyone should stand at attention and give due respect. The same respect and regard must be given to the University Flag and University Hymn.

## **C. USE OF THE UNIVERSITY AS MAILING ADDRESS FOR COMMUNICATIONS OF STUDENTS**

Registered mails received and addressed to a particular student can be obtained from the administration office, unless otherwise addressed to a particular college where the student belongs.

## D. USE OF OFFICE TELEPHONE

Office telephones are strictly for official use only. Payphones for personal calls are found at the ground floor.

## E. USE OF BULLETIN BOARD

1. **RULES ON USAGE.** This is to ensure proper handling and action of all information materials for posting on bulletin boards in the campus:
  - 1.1 The posting of notices and posters of any kind on the bulletin board is subject to the approval of SAO.
  - 1.2 Once notices, posters, or streamers are approved by the SAO, it will be brought to the CSU for recording before these are actually placed in areas so designated.
  - 1.3 The Dean approves all notices, posters, streamers, and information materials that originate from the department including the requests for posting by student organizations.
  - 1.4 The University reserves the right to remove any poster, notice, or streamer even if it bears SAO's stamp of approval, if the same is placed on walls, doors, columns, or any other place that prohibits posting or showing of materials. Any University official or CSU personnel is authorized to remove such materials upon discovery.
  - 1.5 An information material with educational value or message is given priority for posting or distribution.
  - 1.6 Advertisements will be posted on the bulletin board for the specific purpose.
  - 1.7 Posting of information materials is for a minimum of one (1) week to a maximum of one (1) month, subject to University's approval.
  - 1.8 Concerned organizations are responsible for removing their own notice, poster, or streamer. If these are not removed after the due date, CSU and University representatives shall remove them.

- 1.9 The bulletin boards located at the ground floor are reserved for University-wide information, while the boards located at the colleges/departments are for academic and non-academic announcements of the respective colleges.

## **F. USE OF SCHOOL SPORTS FACILITIES AND CONDUCT OF SPORTS ACTIVITIES**

Any person/s or team/s who wish/es to use the school sports facilities will secure a permit from the office in-charge of the said facilities.

To protect the athlete/s from harm and injuries, it is required to use appropriate attire. Any person not wearing appropriate sportswear will be disqualified from participating or playing such event. Gambling is strictly prohibited.

## **G. INTER-PERSONAL RELATIONSHIPS**

The development of personality can be best achieved through interaction with people. Genuine friendship is encouraged among students, faculty, University officials, and employees.

## **H. STUDENTS' PARTICIPATION IN SCHOOL FUNCTIONS AND ACTIVITIES**

All students are encouraged to actively participate in all school functions and activities such as convocations, seminars, workshops, religious activities and the like that are either sponsored by the University or other organizations to broaden their knowledge and outlook.

## **I. RELIGIOUS DISCUSSIONS, RITES, AND CELEBRATIONS**

1. ***POLICY ON RELIGIOUS ACTIVITIES***

- 1.1 Proper behavior should be observed during religious rites (i.e. Eucharistic par liturgical celebrations).
- 1.2 The Campus Ministry (CM) approves the holding of religious discussions, rites and meetings as well as bible readings, lectures, discussions, etc. for Christian Formation.
- 1.3 All religious activities of the different religious organizations must be coordinated with the CM in-charge and their concerns will be brought up to the Chaplain's supervision.
- 1.4 For any religious activities done outside the campus, the CM must ask the parent's consent through a waiver which will be passed one (1) week before the activity. Any untoward incident such as calamities, accidents, and carelessness of the participant/s and the like that may be beyond the control of the CM and its personnel will not be held against the CM.
- 1.5 Confession schedule and spiritual direction: Mondays through Fridays. One may just approach the priest available or by appointment at the CM.
- 1.6 The chapel is only intended for prayer, para-liturgy, liturgical, and group prayer meeting activities.

2. ***RETREATS AND RECOLLECTIONS***

- 2.1 Students' retreat and recollection must be coordinated with the college Dean or Chairperson for proper scheduling by the CM.
- 2.2 Student/s whose religious practices, affiliations, or denominations, which do not conform to the Roman Catholic retreat and recollection, or which may run counter to the retreat or recollection activity may be exempted from attending the activity. However, he/she must inform in writing the Dean of the college where he/she belong prior to the scheduled activity and furnish the CM thereof one (1) week before the said religious activities.

## **J. POLICY ON STUDENT ORGANIZATIONS**

A student organization refers to a duly accredited student group in the University. It significantly contributes to the development and advancement of students by enhancing the students' awareness on their rights, duties, and responsibilities and by broadening their perspectives through the exercise of sound decision/s and practice of appropriate leadership style/s.

For a student organization to be considered duly accredited, it shall comply with the requirements set forth in this Policy. A duly accredited student organization shall enjoy the privileges and perform the obligations as set forth in this Policy.

**1. KINDS OF STUDENT ORGANIZATIONS**

1.1 Divisions. A student organization may fall under any of the following divisions:

1.1.1 University Student Organization refers to a student organization whose members belong to two or more colleges/departments of the University.

1.1.2 College Student Organization refers to a student organization whose members are exclusive or belonging to one college/department/course.

1.2 Classification. A student organization may further be classified as follows:

1.2.1 University Student Council refers to a student organization whose officers are elected annually or appointed as provided in its Constitution and By-Laws, duly ratified by the students and whose programs and projects are implemented, or whose programs and projects cover the entire University. This serves as the one and only University-wide student council performing the functions of a consultative, recommendatory, supervisory, and project undertaking and student representative body. For this purpose, the University Student Council is the University of Cebu Council of Presidents (UCCP), or any organization that may be subsequently created or organized, by its Constitution and By-Laws ratified to serve the functions as stated above.



- 1.2.2 Student Body Organization (SBO) refers to a student organization whose officers are elected annually to organize projects/programs that help the extra-curricular betterment of a student body. This student organization is composed of students belonging to one college/department/course.
- 1.2.3 Academic Student Organization refers to a student organization that organizes projects or programs that are academic in character or those geared towards the academic betterment of its members. This student organization may be a sub-organization to a SBO.
- 1.2.4 Non-Academic Student Organization refers to a student organization which organizes projects or programs which are non-academic in nature (examples are socio-cultural, sports, religious, etc.) for its members or which has outside affiliation and serves as local chapter/organization in the University. Organizations such as the fraternities, sororities, Red Cross, Junior Jaycees, and others not classified in (1.2.1), (1.2.2), or (1.2.3) above fall under this category.

## **2. ACCREDITATION**

- 2.1 Application for Accreditation. Any student organization may apply for accreditation with the University through the SAO at any time subject to the submission of the following requirements:
  - 2.2.1 Constitution and By-Laws, either drafted for ratification or has been duly ratified;
  - 2.2.2 Letter of Intent;
  - 2.2.3 Complete list of officers, either elected or appointed in the interim;
  - 2.2.4 Complete list of members;
  - 2.2.5 Official list of advisers/consultants;
  - 2.2.6 Statement of vision, mission and objectives;
  - 2.2.7 Semester/Annual calendar of activities and program of expenditures;
  - 2.2.8 Endorsement letter from the Dean/Chairperson for academic student organizations or from the UCCP for

- SBOs, or from the mother/national organization for non-academic student organizations; and
- 2.2.9 The SAO, when it deems necessary, may require the submission of other requirements.
- 2.3 Certificate of Accreditation. Upon full and satisfactory compliance with all the necessary requirements, SAO shall issue a Certificate of Accreditation specifying the name of the student organization, the validity period, and the approval of the Student Affairs Director. Provided that:
- 2.3.1 Certificate of Accreditation shall be effective for one (1) school year from the date of accreditation until July 15 of every year, renewable thereafter, upon the discretion of the Student Affairs Director; and
- 2.3.2 Such certificate may be revoked or cancelled by the Student Affairs Director for violation of laws or University rules and regulations after due process has been observed.
- 2.3.3 Without the grant of a Certificate of Accreditation, the acts of any student organization shall be deemed illegal without prejudice to disciplinary actions against its officers or members.
- 2.4 Probationary Accreditation. The SAO may grant probationary accreditation to any student organization for a specified period when it deems necessary.
- 2.5 Renewal. On or before June 30 of each year, any student organization wishing for the renewal of its Certificate of Accreditation shall submit the following:
- 2.5.1 Constitution and By-Laws, duly ratified including changes, if any;
- 2.5.2 Letter of Intent;
- 2.5.3 Complete list of officers, duly elected;
- 2.5.4 Complete list of members;
- 2.5.5 Official list of advisers/consultants;
- 2.5.6 Statement of vision, mission and objectives, including changes if any;
- 2.5.7 Semester/Annual calendar of activities and program of expenditures;

- 2.5.8 Endorsement letter, from the Dean/Chairperson for academic student organizations or from the UCCP for SBOs, or from the mother/national organization for non-academic student organizations;
  - 2.5.9 Semester/Annual accomplishment report;
  - 2.5.10 Financial statements of the immediately preceding school year; and
  - 2.5.11 The SAO, when it deems necessary, may require the submission of other requirements.
- 2.6 University Student Council Privilege. The University student council is given renewal privilege by virtue of the election of its officers.
- 2.7 Revocation of Accreditation. The Certificate of Accreditation of any student organization may be revoked on any one of the following grounds:
- 2.7.1 Failure to file renewal.
  - 2.7.2 Failure to comply with the requirements set forth by duly constituted authorities.
  - 2.7.3 Violation of University rules and regulations after due process has been observed.
3. **OFFICERS.** Except on the interim, officers of any student organization shall be elected or appointed as the Constitution and By-Laws mandate.
- 3.1 Qualifications. In addition to the qualifications set forth in the respective Constitution and By-Laws, any officer of any student organization must have the following qualifications:
- 3.1.1 Be a *bonafide* student of the University;
  - 3.1.2 Be enrolled for a minimum of 18 units load for the semester in which he/she was chosen/elected and during his/her term of office;
  - 3.1.3 Have a 2.5 GPA on the semester preceding his/her election and during his/her term of office;
  - 3.1.4 Not have a grade of 5.0, DR, INC and NG in any of his/her final grade; and
  - 3.1.5 Be of good moral character.

- 3.2 Disqualification. No student who has been subject to disciplinary action by the SAO shall be qualified and eligible for any election/appointment.
- 3.3 Clearance. All officers including those of the University student council must secure clearance from the SAO before the end of the semester/school term or before processing for enrollment, for application for graduation, for transfer or for related transaction that releases them from their accountability to the student organization or enrollment from the University.

4. **FUNDS AND DISBURSEMENTS**

- 4.1 Membership Fees. As may be provided for in its Constitution and By-Laws, a student organization may collect membership fees from its members, subject to the submission of a written policy to this matter and approval by University Chancellor. The membership fees of the UCCP and the SBOs shall be those agreed upon by the UCCP in consultation with the SBO's and subject to the approval of the University Chancellor. The collection of membership fees is a privilege granted to any student organization, which privilege must be secured prior to any collection. Any collection in contravention to this provision shall be a violation.
- 4.2 Special Funds. A student organization may hold activities, programs, or projects to raise funds, subject to the rules and regulations governing the same as may be prescribed including the approval of the University Administration through the Executive Vice Chancellor or Vice Chancellor for Administrative Affairs.
- 4.3 Contribution and Sale of Tickets. Generally, the University does not allow the selling of tickets, solicitations of contributions and holding or organizing of fund drives by any student, faculty member, non-teaching personnel, and support staff of the department/college of the University or by any outside individual or agency. Request for authority to sell and solicit should be submitted to Vice Chancellor for Administrative Affairs within a reasonable period prior to the intended activity. It shall be the prerogative of the University whether or not to approve such kind of request.

- 4.4 Safekeeping and Custody of Funds. Any funds collected or raised by a student organization shall be safely kept in the custody of the Treasurer or its equivalent officer of the student organization. For safekeeping and records monitoring, the funds shall be deposited in a bank of the student organization's choice with its President and Treasurer as signatories in the joint account.
  - 4.5 Disbursements. Any disbursement from the funds of a student organization may be made upon approval of its governing body through a resolution subject to its Constitution and By-Laws. Unless the Constitution and By-Laws provide its composition such as the Board of Directors or Executive Committee, the governing body must be composed of all elected officers.
  - 4.6 Book of Accounts. A student organization must maintain a Book of Accounts that contains all collections and disbursements made with accompanied documents or authorizations and records.
  - 4.7 Financial Reports. All student organizations shall submit financial reports as required by the SAO. The financial report must be prepared by the Treasurer, audited by the Auditor, noted by the President and Adviser, and approved by the governing body through a resolution. For the academic student organizations, the college Dean or department Chairperson must also sign the financial report. For the SBOs, the financial reports shall be subject to the rules and regulations prescribed by the UCCP.
5. ***STUDENT ORGANIZATION ACTIVITIES***
- 5.1 Student Organization Activities. All student organizations shall be guided by the semester/annual calendar of activities in the conduct of their activities. In holding activities, a student organization shall be subject to reasonable conditions such as notice to the SAO or the college Dean/department Chairperson or the Vice Chancellor for Administrative Affairs.
  - 5.2 Use of University Facilities. Any student organization may use the facilities of the University subject to rules and regulations issued thereto. The officers of the student organizations shall be jointly responsible for any damage arising from the use thereof.
6. ***FACULTY ADVISER/CONSULTANT***

- 6.1 Faculty/Personnel Adviser/Consultant. In the absence of any provision of the Constitution and By-Laws and in addition to the qualifications set forth, the faculty/personnel adviser/consultant must have been employed in the University for at least one (1) year on the date of his/her appointment.
- 6.2 Duties and Functions. In addition to the functions set forth in the Constitution and By-Laws or in the absence thereof, the faculty adviser/consultant shall perform the following duties and functions:
  - 6.2.1 Act as consultant during election of officers, and in the planning and programming of organizational activities;
  - 6.2.2 Make himself/herself available to the organization for consultations;
  - 6.2.3 Make sure that activities are backed up by official permits and that these do not interfere with classes;
  - 6.2.4 Be present during meetings and official functions of the organizations;
  - 6.2.5 Be required to check and countersign the periodical reports of the organizations;
  - 6.2.6 Give guidance and inspiration to the officers and members; and
  - 6.2.7 Settle questions affecting the conduct and operations of the organization.

**7. DISCIPLINE**

- 7.1 Violation. The officers including advisers/consultants of any student organization shall be held administratively liable for any violation of the laws or the University rules and regulations.
- 7.2 Other offenses that may be committed by organizations are

<b>Type</b>	<b>Description</b>
Financial Offense	For unsettled accounts with the department, colleges and the University.
Security Offense	For directly or indirectly participating in any unauthorized activity, rumble, or any type of public scandal and disorder inside the campus.
Physical Offense	Includes hazing and other physical injuries.
Administrative	Non-compliance with the University rules

Offense	and regulations.
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- 7.3 Administrative Sanctions. For any violation to the laws of the land or to the University rules and regulations, the Certificate of Accreditation granted to the organization shall be revoked and the violator/s shall be reprimanded, suspended, or expelled from the University, depending on the gravity of the offense committed. The student organization concerned may impose sanction/s upon the erring officer/adviser/consultant/member, in accordance to the Constitution and By-Laws.
- 7.4 Sanctions for Non-Submission of Reports. For failure to, or refusal to, comply with the preparation or submission of necessary documents or reports, the officer/s concerned shall be subject to reasonable sanctions such as but not limited to holding of clearance as mentioned in this Policy.
- 7.5 Decision. Before making any decision under this Policy, the Student Affairs Director shall afford the officer/s, adviser/consultant or member concerned due process that includes notification of the offense committed, submission of answers or replies to the alleged offense committed and conduct of investigation. Any decision made by the Student Affairs Director may be appealed within five (5) school days from receipt of the decision before the Office of the Vice Chancellor for Administrative Affairs, which decision may be appealed within the same period to the Executive Vice Chancellor. The decision of the Executive Vice Chancellor shall be final and conclusive.

## **K. HOLDING OF STUDENT-RELATED ACTIVITIES**

This is to ensure that student-related activities, such as, but not limited to community immersions, convocations, exposure trips, seminars and workshops, conducted by the students, organizations, advisers/teachers, within and outside the campus are duly approved and consistent with the goals of the University.

- 1. **ACTIVITY PERMIT.** To obtain the essential permit/clearance in conducting the activities, the organizers, advisers/teachers and student leaders shall observe the following procedures:

- 1.1 The authorized representative of the student organization, classroom, college shall secure the Activity Permit form and Waiver/Quitclaim from the SAO one (1) week before the actual date of the activity and comply with all requirements;
- 1.2 Attach the necessary form from the Building Supervisor's Office for the venue and sound system reservation, if the activity is to be held within the University and for bus reservation if it is needed.
- 1.3 Accomplish the forms with the required information and attach all necessary annexes;
- 1.4 Obtain endorsement from the Dean and the Adviser of the organization for the proposed activity;
- 1.5 Submit the activity permit forms including its attachments to the SAO and CSU for review, recommendation and endorsement of such activity to the Campus Director;
- 1.6 The Campus Director has the prerogative to approve or not the proposed activity; and
- 1.7 An appeal may be made to the Vice Chancellor for Administrative Affairs, who has the authority to approve or disapprove the same. If approved, the term and conditions of such approval shall be strictly complied with, otherwise the approval shall have no effect, and the officers and organizers shall be held administratively liable.
- 1.8 In addition, the following rules must be observed:
  - 1.8.1 Only duly recognized student organizations are allowed to conduct organizational activities in the University.
  - 1.8.2 Activity permit should be secured from the SAO for all student-related activities.
  - 1.8.3 For initiation rites or practices as a prerequisite for membership in a fraternity, sorority, or organization, the rules and regulations governing the conduct of such activity shall be strictly imposed, observed, and followed. Failure to comply with this requirement is a serious misconduct of all the officers of the fraternity, sorority, or organization, which is punishable by exclusion. If any student subjected to the initiation rites suffers any injury, loss of limb or life, the maximum sanction of expulsion shall be imposed, without any prejudice to whatever civil and criminal liabilities that may arise.



- 1.8.4 The presence of the adviser or his/her duly authorized representative is compulsory to all activities conducted inside or outside the campus.
  - 1.8.5 During parties and celebrations, the faculty adviser or his/her duly authorized representative must stay with the group until the scheduled time permitted by the Campus Director as endorsed by the SAO.
  - 1.8.6 The advisers, officers principally and the members shall be responsible for any untoward incident that may occur whenever such activities are conducted without the proper permits.
  - 1.8.7 All socials and programs of the student organization should be cleared one (1) week before the date of the activity.
  - 1.8.8 The officers of the organization or the class must submit a report on all student activities, which must be submitted three (3) days after each activity.
  - 1.8.9 A financial statement shall also be included in the report, to be signed and attested by the President, Treasurer and any other responsible officer of the group. Any misrepresentation in the report or any misappropriation of the fund shall be sanctioned accordingly.
  - 1.8.10 The failure to submit the required report to the SAO may be a cause for the non-issuance of the activity permit for the next activity.
  - 1.8.11 No student activity by any organization shall be allowed one (1) school week before the preliminary, midterm, semi-final, and final examinations.
  - 1.8.12 Any violation hereof is considered a serious offense. The offender is subject to appropriate disciplinary sanctions.
2. **NATURE OF ACTIVITIES.** The nature of organization activities included in this procedure are the following:
- 2.1 Mental development/education (symposium, lecture, immersions, forum, quiz bowls, etc.);
  - 2.2 Spiritual/Religious (retreat, recollection, bible studies, etc.);
  - 2.3 Community service (tree planting, inter-*barangay* sports fest, etc.);

- 2.4 Physical, sports and recreational (organizational sport Olympics, etc.);
- 2.5 Socio-cultural (stage plays, declamation/oratorical contests, band concert);
- 2.6 Commerce, trade or fund-raising (disco, concerts, film showing sponsorship, raffle draw, etc.); and
- 2.7 Celebrations (anniversary, organization rites, ring hop, graduation ball, etc.).

## L. CONDUCT OF COLLEGIATE/DEPARTMENTAL OUT-OF-CAMPUS ACTIVITY AND TOURING

1. **GENERAL RULE.** Colleges, departments, and student organizations are allowed to conduct out of campus and/or touring activities relevant to the course and/or subjects such as but not limited to:
  - 1.1 History and Social Sciences;
  - 1.2 Industrial focus (laboratories, plant, established companies, and factories);
  - 1.3 Tourism and heritage sites;
  - 1.4 Institutional/organizational focus (schools, government and non-government agencies, universities, barangay community, and national and international organizations); and
  - 1.5 Religious focus (retreats, recollections, and religious seminars).
2. **RULES.** The following rules and conditions govern the above kinds of activities:
  - 2.1 A proponent must first secure and accomplish the Collegiate/Departmental Out of Campus Activity and Touring Project Proposal Form from the SAO; submit for pre-evaluation to the Dean (in the case of collegiate), VC for Administration (for servicing department), SAO for student organizations; and submit the same for final approval to the Campus Director and/or VC for Academics/Administration. The form should be submitted at the latest three (3) weeks prior to any scheduled activity;
  - 2.2 As for activities of similar nature conducted by a particular college or department, it is always advisable for the Dean of the college

to collect all activity plans from their respective faculty members at the beginning of the term for alignment and regulation purposes and to monitor all activities conducted by faculty in relation to their courses or subjects (i.e. College of HRM conducts heritage tour to museums and churches under a major subject in Tourism; a Spanish class would also conduct a similar activity; an Engineering subject would also require a tour in MEPZ; then another Social Science subject would also require a tour in the same locale, etc. Thus, the Dean of the same college must align this kind of activity);

- 2.3 Only students enrolled in a subject/course conducting the activity may be allowed to participate; however, participation to the activity is voluntary and not compulsory;
- 2.4 Faculty adviser or proponent must make a complimentary/substitute activity meant for student/s who may not be able to participate or who opt not to join the activity. A non-participating student must not be given a failing mark for the activity, but will be graded based on the accomplishment of the substitute activity;
- 2.5 Parents/guardians of the participants must be sent a letter/permit/consent form informing them of the activity and the actual cost it would entail. Student participants must comply with a Parents/Guardian's Permit/Consent plus a notarized waiver. Failure to submit these documents will disallow participation in the activity;
- 2.6 The proponent (faculty-in-charge, SBO adviser, or department chairperson) must put in writing that he/she is accepting the responsibility of conducting the activity and shall take the necessary precautions and safety of the participants. He/she shall also be held responsible for whatever incident detrimental to the participants that may occur in the course of the conduct of the activity;
- 2.7 The teacher-student ratio must be 1 teacher for every 25 students; thus, the proponent may request the assistance of other faculty members (provided, he/she belongs to the same college) to serve as chaperones. However, these chaperones must also put into writing their willingness to accept the responsibility as chaperones as indicated in the staff descriptive functions;

- 2.8 Destination or location of an activity must be ascertained in order not to put the lives of the participants in danger or high risk (i.e. *habal-habal* as a means of transportation, zip-line as part of an activity, overloaded *banka* going to an open sea, etc.);
  - 2.9 All finance requirements of the activity must be reflected in the Line Item Budget Annex. There must be no hidden charges that may be asked from the participants other than the ones indicated in the Line Item Budget;
  - 2.10 Proponent is beholden to report to the Deans/Chairpersons the financial standing and liquidation of the finances anent to the activity;
  - 2.11 Activities may be conducted at most seven (7) days, unless required to be more than 7 days;
  - 2.12 No activity shall be conducted a week prior, and/or on the week of any major examinations (preliminary, midterm, semi-final, and final examinations). In the same way, no activity shall be conducted after the final examination as a fulfillment or culmination to any course or subject;
  - 2.13 Approved activities shall automatically be cancelled if the weather becomes a threat to the welfare of the participants (i.e. bad weather, typhoon, etc.), unless said condition would warrant training enhancement of the participants (i.e. Nautical students for bad weather condition management at sea, etc.); and
  - 2.14 The proponent shall reflect in the Functional Description of Project Staff the various responsibilities and the measures or actions in cases of accidental situations, a participant gets sick, and if someone gets lost, etc.
3. **APPROVAL.** The Administration will base their approval of the project on the relevance and impact of the course, as well as the financial soundness of the activity.

## M. LIBRARY SERVICES

1. **LIBRARY HOURS**
  - 1.1 Mondays through Fridays: 7:30 AM-8:00 PM
  - 1.2 Saturdays: 7:30 AM-4:30 PM

- 1.3 The library hours may vary per campus.
2. **GENERAL RULES.** In order to perform its functions to the satisfaction of all students the library has set these following rules:
  - 2.1 Silence and proper decorum must be observed at all times in the library.
  - 2.2 Cellular phones must be switched off while in the library.
  - 2.3 Smoking, eating, sleeping or doing industrial works are not allowed.
  - 2.4 Chairs must be pushed back against the table after using and must not be transferred from one place to another.
  - 2.5 The library should be kept clean and orderly.
  - 2.6 Books in the reading areas should not be returned to the shelves but be left on the table or on the small shelves to avoid them from being misplaced.
3. **USE OF SCHOOL ID IN LIBRARY**
  - 3.1 All *bonafide* students of the University can borrow library materials upon presentation of valid school ID. A school ID is a permit to enter and use library materials. It must be shown every time a student borrows library materials. The school ID is non-transferable. Students caught using another school ID will have their school ID confiscated.
  - 3.2 Validated school ID must be presented when borrowing library materials at the loan desk.
  - 3.3 Students who want to reproduce any of the library materials should ask permission from the Section in-charge, sign the book card, and leave their school ID.
4. **CONTROL PROCEDURE**
  - 4.1 Every library user should wear his/her school ID before entering the library. No school ID, no entry.
  - 4.2 Upon leaving the library, every student will be required to:
    - 4.2.1 Open and show their bags, folders, and big envelopes.
    - 4.2.2 Show for inspection the due date card of every library material to be taken outside of the library.
5. **BORROWING OF LIBRARY MATERIALS**

- 5.1 Reference books may be borrowed for three (3) days only, renewable for another three (3) days, unless needed by other students. Students may be allowed to borrow a maximum of two (2) reference books at a time.
- 5.2 Reserved books may be borrowed for an hour, subject to renewal, if not in demand within the library only. They may be charged out for overnight use starting at 5:00 PM and must be returned at 8:00 AM the following day.
- 5.3 Fiction books may be borrowed for one (1) week, renewable, if not in demand.
- 5.4 A week before final examination, books can no longer be borrowed for home use.
- 5.5 The following materials are to be read only in the library and within their designated section:
  - 5.5.1 General reference, such as encyclopedia, dictionary, atlas, books in set, etc.;
  - 5.5.2 *Filipiniana* books;
  - 5.5.3 Periodicals (i.e. newspapers, magazines and journals); and
  - 5.5.4 Other materials intended for library use only (i.e. theses and CDs/DVDs)
- 5.6 The student should present his/her valid school ID; and
- 5.7 The student should fill out the book card with his/her name, course, and year, written legibly.

## 6. ***FINES AND PENALTIES***

- 6.1 For overdue books:
  - 6.1.1 Reserved books: PhP 1.00 for first hour and PhP 0.50 for every succeeding hour. It includes Sundays and Holidays.
  - 6.1.2 Reference books: PhP 1.00 a day, including Sundays and Holidays.
  - 6.1.3 Fiction books: PhP 0.50 a day, including Sundays and Holidays.
  - 6.1.4 PhP 10.00 a day will be charged for unreturned reserved books and periodicals borrowed for photocopying use.
- 6.2 Lost books must be reported immediately to the loan desk officer and be replaced or paid within 15 days, after which charges will

be reported to the Cashier's Office to the account of the person concerned. Charges include the following:

- 6.2.1 Current price of the book
- 6.2.2 Processing fee of PhP 25.00
- 6.2.3 Accrued fines
- 6.3 Fines may vary per campus.
- 6.4 Habitual delinquency. Suspension of the privilege to borrow library materials is imposed against students who are frequently late in returning books and who willfully disregard library regulations.
- 6.5 Mutilating and stealing. Students caught or proven to be stealing and mutilating library property are recommended for disciplinary action by the SAO.

## 7. **VIDEO TAPES**

- 7.1 All *bonafide* students can borrow videotapes for a period of time depending on the availability and demand of the material from the circulation section:
  - 7.1.1 Mondays through Fridays: 8:00 AM-7:00 PM
  - 7.1.2 Saturdays: 8:00 AM-3:00 PM
- 7.2 Video tapes should be previewed before they are charged out from the loan desk.
- 7.3 Borrower should rewind the videotape before returning it back to the loan desk.
- 7.4 A fine of PhP 20.00 per day will be charged for tapes not returned on time.
- 7.5 Lost video tape should be replaced with the same title and quality.

## 8. **INTERNET**

- 8.1 All *bonafide* students of the University can use the internet facilities of the library upon presentation of their valid school ID.
- 8.2 Students are charged a minimal amount for the use of the internet services.
- 8.3 Printing of searched topics is also permitted for a fee.
- 8.4 Access to sexually explicit materials is strictly prohibited. Students caught accessing to sexually explicit sites will be dealt with accordingly.

- 8.5 Talking, eating, drinking and smoking are strictly prohibited inside the room.
- 8.6 Companions and bystanders are not allowed.

## N. MEDICAL-DENTAL SERVICES

A student with medical or dental problem can avail himself/herself of services on a first-come-first-serve basis. He/she can avail himself/herself of the University clinic's services by presenting his/her valid school ID, study load, library card or certification from any University personnel or teacher certifying that he/she is officially enrolled.

Only University students, faculty members and personnel can avail themselves of the medical/dental services. Immediate dependents are required to submit a waiver signed by the Human Resource officer of the University.

### 1. **MEDICAL SERVICE**

- 1.1 The clinic is open at 8:00 AM-9:00 PM on school days. No noon break. However, clinic hours may vary per campus.
- 1.2 Medical services:
  - 1.2.1 Consultation
  - 1.2.2 Physical examination
  - 1.2.3 Issuance of medical clearance to:
    - a. SOLAS
    - b. Employees for SSS, sick leaves, employment, etc.
    - c. Students for absences and referral to special doctor
  - 1.2.4 Health information dissemination
  - 1.2.5 Counseling or family planning
  - 1.2.6 Individual health information
  - 1.2.7 Taking of blood pressure
  - 1.2.8 Dressing of wounds
  - 1.2.9 Nebulization
  - 1.2.10 Health program for the prevention and control of diseases in coordination with other government agencies.
  - 1.2.11 First aid services during special events like enrollment, Intramurals, etc.



- 1.2.12 Nursing student affiliates:
    - a. Taking of vital signs
    - b. Environmental sanitation
    - c. Health teaching
    - d. Personal hygiene
    - e. Nutrition
    - f. Health information guide
  - 1.2.13 Free initial doses of medicine are given to students having minor ailments such as headache, abdominal pain, diarrhea, cough, colds, and fever.
  - 1.2.14 Annual physical examination to all PE 1 college students.
  - 1.3 The University physician grants certification for PE exemption to a student, only after a thorough physical examination is completed.
  - 1.4 Medical certificates are issued only to students who are examined and treated by the University clinic's physician.
  - 1.5 No injection is administered except for the following purposes: In case of emergency, for immunization and upon the request of the family physician and other health agencies for the continuance of a prescribed injection.
  - 1.6 Medical certificates issued by an outside physician should be validated by the school physician within two (2) weeks from issuance. Only validated medical certificates will be accepted by the instructors.
  - 1.7 Complicated cases are referred to nearby hospitals. Students may avail themselves of the services of the University physician or they can choose their own attending physicians. Medico-legal cases are referred to government hospital.
  - 1.8 Dispensing medicines in the clinic must be given to the person concerned, not to a representative sent to the clinic to avoid any untoward side effects.
  - 1.9 Students shall shoulder the expense of other medicines prescribed by the University physician after consultation.
2. **DENTAL SERVICE**
- 2.1 The dental clinic is open at 8:00 AM-12:00 NN and at 1:00 PM-5:00 PM during school days. However, dental clinic hours may vary per campus.
  - 2.2 Dental services:

- 2.2.1 Daily consultation and treatment
  - 2.2.2 Annual dental examination to all first year college students, transferees, returnees and PE 1 students.
  - 2.2.3 Temporary tooth filling
  - 2.2.4 Oral prophylaxis. Patients with periodontal problems and ulcerative gingivitis are referred to hospitals or family and private dentists.
  - 2.2.5 Issuance of temporary exemption from classes and duties after thorough examination or upon submission of a dental certificate from an attending dentist.
  - 2.2.6 Giving out of initial dosage of prescribed medicines after consultation and extraction.
  - 2.2.7 Individual dental health instruction
  - 2.2.8 Referral to hospitals or family and private dentists for complicated cases that need further management.
- 2.3 Dental certificates are issued only to students who had undergone tooth extraction and those with records of dental consultation.
  - 2.4 Parents and guardians with a duly signed dental clearance should accompany minor students seeking tooth extraction.
  - 2.5 Submission of medical certificate from an attending physician for students, faculty members and employees with medical compromises like heart illness, asthmatic, diabetic, etc.
  - 2.6 Only simple tooth extraction cases are to be performed in the clinic. Impacted and third molars, prosthodontics, ortho and endo cases are referred to private dentists and hospitals.

## O. GUIDANCE SERVICES

1. **COUNSELING SERVICE.** This is the heart of guidance services. The major goal of this service is to help students become the person he/she is capable of becoming. It employs a variety of techniques to better serve the clientele.
2. **FOLLOW-UP SERVICE.** It is concerned with what happens to students while in school particularly the monitoring of behaviors and factors affecting academic performance of students.

3. **INFORMATION SERVICE.** It provides progressive personal growth and development of skills, talents, habits, and values through intensive training and development seminars and group guidance activities. This service provides orientation of guidance services and available information classified as occupational, educational, and socio-personal through orientation, seminar and trainings.
4. **ORIENTATION SERVICE.** The Guidance Center organizes the regular Student Orientation Week. It also conducts the Guidance Awareness Campaign, which is designed to help students become acquainted with the different guidance personnel and be able to familiarize themselves with the different services offered by the center.
5. **STUDENT INVENTORY.** This service provides a synthesis about the individual that can be used to gain an understanding of him/her, as he/she is potentially capable of becoming.
6. **APPRAISAL SERVICE.** Students can avail themselves of different kinds of psychological tests at the Guidance Center. It provides objective data about the client regarding his/her abilities, aptitude, achievement, intelligence, and personality traits in addition to information obtained from interviews, reports and other sources.
7. **CONSULTATION SERVICE.** It provides opportunity for other stakeholders to confer their concessions.
8. **PEER FACILITATING PROGRAM.** It trains students who willingly volunteer their services, who act as junior counselors and who are always ready to help fellow students.

# **STUDENT APPEARANCE & DISCIPLINE**

## A. SCHOOL UNIFORM

Personal appearance and appropriate attire are important to the learning atmosphere in the University. The most important elements of uniforms are conformity and consistency. All clothing must be neat, clean, and modest. The University reserves the right to judge appropriateness of school attire.

1. **USE OF UNIFORM.** The uniform is a standard statement that the University cares about, thus, it should be worn neatly and with pride.
  - 1.1. Female college students are required to wear the prescribed school uniform.
  - 1.2. A college or department may prescribe a school uniform for its male students after authorization has been obtained from the SAO and approved by the Chancellor.
  - 1.3. Students from any college or department with duly approved prescribed uniform are expected to properly observe the wearing of the prescribed uniform and are required to follow the University's dress code.
  - 1.4. Old students must wear their complete uniform one (1) week after opening of class. New students must wear their complete uniform two (2) weeks after class begins;
  - 1.5. Students are required to wear the prescribed uniform while in the campus from Mondays through Fridays, except Wednesday and in cases designated by their respective colleges.
  - 1.6. PE uniform is worn during PE class only.
  
2. **PROHIBITED OR IMPROPER ATTIRE.** Students who are not in proper uniform shall be refused entry to the campus, except in cases endorsed by the Dean and approved by the SAO. Students caught inappropriately wearing their uniform inside and outside the campus shall be subject to disciplinary actions. The following are prohibited attires:
  - 2.1 Wearing of slippers, sandals, or *bakya* of whatever kind, style or shape inside the campus.
  - 2.2 Wearing of sleeveless shirts commonly known as *sando* inside the campus.

2.3 Wearing of indecent, revealing, or provocative clothing or dress like miniskirts, thin strap blouses, halter back, sleeveless and/or shirts.

3. **UNIFORM EXEMPTION.** In case a student cannot wear the prescribed uniform due to a valid reason, he/she must seek for uniform exemption from the SAO at the start of the class.

3.1 Qualifications for uniform exemption:

- 3.1.1 Pregnant women;
- 3.1.2 Married women;
- 3.1.3 Students who are legitimately working with entities, firms or establishments not duly owned by the applicants' family and relatives;
- 3.1.4 Students over 35 years of age;
- 3.1.5 Cross-enrollees;
- 3.1.6 Second coursers, enrolled for 18 units or less; and
- 3.1.7 Special Cases.

3.2 Requirements for uniform exemption:

- 3.2.1 Application form (available at SAO);
- 3.2.2 Two 2x2 colored picture;
- 3.2.3 Authenticated married certificate for married women;
- 3.2.4 Authenticated photocopy of permit to cross enroll for cross enrollees;
- 3.2.5 NSO Birth Certificate; and
- 3.2.6 Certificate of employment for employee applicants.

3.3 Procedure for uniform exemption:

- 3.3.1 Ask for an Exemption Application Form from SAO;
- 3.3.2 Fill-out the application form, attach the required documents and a 2x2 picture;
- 3.3.3 Submit the said application form to SAO for evaluation and approval;
- 3.3.4 Upon approval, pay the required fees for the Exemption Card at the cashier;
- 3.3.5 Submit the receipt as proof of payment; and
- 3.3.6 Claim Exemption Card.

3.4 Important rules on uniform exemption:

- 3.4.1 The uniform Exemption Card is non-transferable and renewable every semester.

- 3.4.2 The student having an Exemption Card must present it to the guard upon his/her entry to the University.
- 3.4.3 Any student who uses unauthorized Exemption Card shall be subject to disciplinary action.

## B. HAIRCUT, LENGTH, STYLE, AND COLOR

It is a universally accepted tenet that one's good presentation has a significant impact on both work ethic and behavior and sets an excellent tone across the University and the community.

Students are expected to observe proper haircut, style, and color, and have their hair trimmed periodically.

This is an essential part of their proper grooming and personality development so that they will be trained to be always ladies and gentlemen and to take pride in the way they present themselves and the University wherever they are.

1. **PRESCRIBED HAIR.** In general, the prescribed hair length for male students in colleges other than Criminology and Maritime courses shall not exceed beyond their collar line and eye sight. It must be trimmed periodically. The Criminology and Maritime colleges shall determine their respective prescribed haircut, hairstyle and hair length. The colleges may determine the prescribed hairstyle, hair length, and/or haircut for their female students, taking into consideration the nature of their studies and the requirements of the industry or profession.
2. **IMPROPER HAIR.** Students must avoid having outrageous, appalling, atrocious, shocking, or inappropriate hairstyle and colors. Hair must be neat, clean, and modest. It must be of the natural color. The University reserves the right to judge appropriateness for student's haircut, length, style, and color.
3. **REFUSAL OF ENTRY.** The University has the right to refuse entry to students who do not comply with the prescribed haircut, length, style,

and color. Repeated non-compliance of this policy shall subject the concerned student to appropriate sanctions.

## **C. EARRINGS AND BODY PIERCING**

The University considers it inappropriate for male students to wear earrings, nose ring, and the like; thus, it is prohibited.

## **D. SCHOOL IDENTIFICATION CARD (ID)**

The school ID shall be worn at all times while inside the campus. The school ID is non-transferable and is issued by the University Library.

1. **NON-WEARING OF SCHOOL ID.** The sanctions for non-wearing of school ID inside the campus for students are as follows:

<b>Frequency</b>	<b>Sanction</b>
1 <sup>st</sup> offense	Verbal warning by any authorized University official. The latter shall inform verbally or in writing about the violation to the concerned college Head/Dean, SAO, or any authorized University official who shall, in turn, properly note or log such infraction.
2 <sup>nd</sup> offense	Head/Dean concerned, SAO, or any authorized University official shall issue written reprimand to offender, after the student submits a written explanation with the parent's signature.
3 <sup>rd</sup> offense	Head/Dean, SAO, or any authorized University official sends home the repeated offender for the day, which shall be considered as an official absence.
4 <sup>th</sup> offense	Head/Dean, SAO, or any authorized University official recommends the student for investigation for approval of a one-week suspension from class of the offender, which shall be considered as official absence.
Subsequent offenses	Same procedure and penalty as that of 4 <sup>th</sup> offense.



2. **PROHIBITED ACTS.** The following acts are prohibited and are subject to disciplinary action:
  - 2.1 Using the school ID or study load belonging to another student of the University.
  - 2.2 Changing the picture appearing on said school ID.
  - 2.3 Making any other change/s to make the school ID appear as his/her own.
  
3. **REPLACEMENT OF LOST SCHOOL ID** The following are the guidelines for the replacement of lost school ID:
  - 3.1 Secure an Affidavit of Loss from any licensed lawyer available;
  - 3.2 Go to SAO and present the Affidavit;
  - 3.3 SAO issues a school ID Issuance Form;
  - 3.4 Go to Dean/Chairperson for the latter's signature;
  - 3.5 Go to CSU Head for the signing of the form;
  - 3.6 Go to Cashier for payment; and
  - 3.7 Go to Library for school ID issuance.

## E. STUDENT DISCIPLINE AND OFFENSES

Every private school shall maintain good student discipline pursuant to the recognized authority and prerogative of private schools to promulgate rules and regulations as deemed necessary from time to time, effective from the date of their promulgation unless otherwise specified. Consistent with present DepEd and CHed policies and in line with the proper and appropriate statutes and jurisprudence of the land, the University promulgates the following rules and regulations to govern discipline within and outside the campus:

1. **LIGHT OFFENSES.** The following acts are considered light offenses or infractions committed inside the campus and are punishable by warning and reprimand on the first time they are committed. However, the second or third time that the offense or infraction is committed shall call for increasing sanction of reprimand, suspension, or exclusion, as the case may be.
  - 1.1 Smoking inside the campus;

- 1.2 Any deliberate throwing of waste papers and other forms of garbage in any part of the campus that is not designated or intended or indicated as receptacle or depository of the same;
  - 1.3 Spitting on the walls and floors of the University, or any other act deliberately designed to make the University or any of its premises dirty or unsanitary;
  - 1.4 Wearing of slippers, sandals, or *bakya* of whatever kind, style, or shape inside the campus;
  - 1.5 Wearing of un-prescribed caps inside the campus;
  - 1.6 Wearing of sleeveless shirts commonly known as *sando* inside the campus;
  - 1.7 Wearing of indecent or provocative clothing or dress inside the campus;
  - 1.8 Non-wearing of the prescribed school uniform when so prescribed by the college or the University, except those who may be exempted and are actually granted exemption on semester basis;
  - 1.9 Violation of haircut policy as prescribed by the college or the University;
  - 1.10 Aiding, guiding, instigating, conspiring, confederating or confabulating with other students, University authority or faculty member, non-teaching personnel or even with outsiders to commit any slight infraction, violation, or transgression of any University rule or regulation;
  - 1.11 Engaging in any unauthorized assembly inside the campus, resulting to the disruption, disturbance, or stoppage of classes, or any other authorized University activities, performance, stage plays, or presentations;
  - 1.12 Mutilation or destruction of any book, magazine, newspaper, and other library materials;
  - 1.13 Deliberate non-returning of books and other library materials;
  - 1.14 Leaving the classroom, laboratory, experiment room, or any other room, where academic requirements are being officially performed without the knowledge or permission of the faculty member or teacher concerned.
2. **SERIOUS OFFENSES INSIDE THE CAMPUS.** The following acts are considered serious offenses or infractions committed inside the

campus and are possibly punishable by the maximum sanction of expulsion:

- 2.1 Carrying a deadly weapon such as a gun, bladed or pointed weapon, sharpened buckle, *Indian pana*, *Batangas* knife, Swiss knife, *chako*, metal knuckle, chain, and other similar weapon that cause physical injuries or death;
- 2.2 Delivery of an offensively lewd and indecent speech that contains sexual metaphors;
- 2.3 Dishonesty
  - 2.3.1 Forging or tampering of University records, forms, or any other related records or written materials required by the curriculum of a particular department in the University; forging or tampering of any transfer form; securing or using such forged or tampered materials, records, forms, credentials or documents;
  - 2.3.2 Obtaining a falsified grade or remark in the TOR either for a fee or without a fee;
  - 2.3.3 Paying a University employee to influence him in changing the grade or remark in one's TOR;
  - 2.3.4 Cheating in the classroom or laboratory during any examination, experiment, or any academic exercise, relative to academic requirements of the department to which the student belongs;
  - 2.3.5 Using a school ID belonging to another student of the University; changing the picture appearing in said school ID; or making any other change/s to make the school ID appear as his/her own;
  - 2.3.6 Borrowing or lending school ID and study load;
  - 2.3.7 Taking the place of a new student seeking admission to the University in an examination designed by the Guidance Office or any department to test the intelligence, character, ability, or aptitude of the said new student; or
  - 2.3.8 Unauthorized use of the official seal of the University or department; and contrivance, possession, or use of instruments, implements, or materials for forgery or falsification;
- 2.4 Drug dependency;

## 2.5 Drunkenness

- 2.5.1 Possession inside the campus of any intoxicating materials of whatever kind or class; or
- 2.5.2 Entering the campus or attending the class under the influence of alcohol of whatever kind or class;

## 2.6 Gambling

- 2.6.1 Betting and all other forms of vice such as playing cards, dice, *hantak*, *kabit*, *bulitsi*, *piyat-piyat*, blackjack, last two, and other forms of gambling; or
- 2.6.2 Mere possession of any gambling paraphernalia inside the campus, except when said paraphernalia are to be used for school purpose or as materials or props in school plays or presentations, classroom plays, or presentations, or for similar school-related or school-required activities;

## 2.7 Gross misconduct

- 2.7.1 Insubordination;
- 2.7.2 Acts of subversion or such other similar acts as are inimical to the interest, safety, and stability of the state;
- 2.7.3 Formation of illegal organizations like those associations or organizations whose aims and purposes are against the law, good morals, good customs, public order, or public safety;
- 2.7.4 Assaulting any University student, official, teacher, personnel, security guard, or representative;
- 2.7.5 Fistfights, rumbles, tumultuous affrays, or any other forms of fight or physical confrontation, or any quarrel or similar forms of misconduct, that cause or tend to cause any disturbance to campus peace and tranquility, or any danger to life or limb;
- 2.7.6 Grave threats, light threats, or intimidation on any University student, official, teacher, personnel, security guard, or representative;
- 2.7.7 Preventing or threatening any University student, official, teacher, personnel, security guard, or representative from discharging their duties, attending their classes, or entering the campus;

- 2.7.8 Resistance and/or disobedience to any lawful order of the duly constituted authorities of the University or its agents, representatives, or security guards;
- 2.7.9 Estafa, theft, larceny, or other analogous crimes committed against any University student, official, teacher, personnel, security guard, or representative;
- 2.7.10 Extorting, mulcting, or periodic unauthorized solicitations of any amount of money, quantity of goods or materials, or any volume of property from the students and/or from any person inside the campus;
- 2.7.11 Unauthorized fund-raising activities and solicitations of money, property, goods, or the like from any University student, official, teacher, personnel, security guard, or representative;
- 2.7.12 Unauthorized solicitations of money, property, goods, or the like from outside sources;
- 2.7.13 Stealing or asportation of books and other similar materials from the University libraries, laboratories, audiovisual rooms, functions rooms, and other similar places in the University;
- 2.7.14 Disrupting classes and barricading the University entrance;
- 2.7.15 Selling examination paper;
- 2.7.16 Lying at the hearing on the charges against himself;
- 2.7.17 Assaulting, boxing, stoning, stabbing, and other forms of physical attacks or assaults against any University student, official, teacher, personnel, security guard, or representative;
- 2.7.18 Beating up another student;
- 2.7.19 Attempting to bribe the Dean or teacher;
- 2.7.20 Refusing to identify the student who violated a University regulation when he/she knew;
- 2.7.21 Failure or refusal to follow the procedure in the rules on fraternities or sororities;
- 2.7.22 Forcing a student to become a member of a fraternity or sorority;

- 2.7.23 Preventing a student-member from leaving the fraternity or sorority in violation of the person's liberty to join, not join, or to discontinue joining the organization;
- 2.8 Hazing;
- 2.9 Hooliganism;
- 2.10 Immorality
  - 2.10.1 Possession, distribution, or use of any pornographic material, whether through cellular phones, compact discs, magazines, posters, pictures, or illustrations;
  - 2.10.2 Acts of lasciviousness, lewd, or indecent language and other similar acts inside the campus;
  - 2.10.3 Abortion, in the case of a pregnant female student by herself, through a doctor, or any student; aiding in abortion by a pregnant student; or
  - 2.10.4 Immoral relationship;
- 2.11 Instigating or leading illegal strikes or similar concerted activities, resulting in the stoppage of class
  - 2.11.1 Aiding, guiding, instigating, conspiring, confederating, or confabulating with any University student, official, teacher, personnel, security guard, or representative, or even outsiders to commit any violation, infraction, or transgression of any University rule and regulation; or
  - 2.11.2 Engaging in any unauthorized assembly inside the campus, resulting in disruption, disturbance, or stoppage of class, or any other authorized school activities, performances, stage plays, or presentations;
- 2.12 Malversation or misappropriation of funds of the class, the student organization or the University;
- 2.13 Plagiarism;
- 2.14 Selling, using and/or possession of prohibited drugs (i.e. marijuana, opium, *shabu*, cocaine, etc.) and paraphernalia;
- 2.15 Vandalism
  - 2.15.1 Any act causing the painting or inscription of words, figures, or caricatures on any part of any school building or structure, resulting in the painting or inscription of graffiti in said places;

- 2.15.2 Destroying, defacing, or dirtying any University property, walls, floors, basements, or any other portion of the campus; or
  - 2.15.3 Removing, tearing, detaching, or any other form of destruction of any authorized posters, streamers, or other paraphernalia, duly approved for display, posting, or circulation by the proper University authorities;
  - 2.16 Any other serious or grave misconduct, misdemeanor, or offense not mentioned in this Student Manual;
  - 2.17 Any other serious or grave misconduct, misdemeanor, offense, or gross negligence, resulting to serious injury or loss; or
  - 2.18 Any other infraction, misfeasance, malfeasance, or violation punishable under this Student Manual, Revised Penal Code of the Philippines, special law, MORPS, or any other existing DepEd and CHED rules, memoranda, circulars, and orders.
3. **SERIOUS OFFENSES OUTSIDE THE CAMPUS.** The following acts are considered serious offenses or infractions although committed outside the campus and are possibly punishable by the maximum sanction of exclusion:
- 3.1 Assaulting any University student, official, teacher, personnel, security guard or representative;
  - 3.2 Possession and/or using marijuana or any prohibited drug;
  - 3.3 Illegal possession of deadly weapon such as a gun, bladed or pointed weapon, sharpened buckle, *Indian pana*, *Batangas* knife, Swiss knife, *chako*, metal knuckle, chain, and other similar weapon that cause physical injuries or death;
  - 3.4 Seriously assaulting another person;
  - 3.5 Hooliganism;
  - 3.6 Hazing;
  - 3.7 Sexual misconduct;
  - 3.8 Immorality;
  - 3.9 Romantic or immoral relationship with a married person;
  - 3.10 Vandalism on either private or public buildings;
  - 3.11 Crashing a private party; refusing to leave when requested to do so; undressing; striking or stoning at a house/venue;
  - 3.12 Conviction for contempt of court for disobeying a restraining order;

- 3.13 Being drunk and disorderly in the streets or public places in violation of an ordinance;
- 3.14 Inflicting physical injuries to another student whether under or without the influence of liquor; causing damage to property;
- 3.15 Challenging another to a fistfight;
- 3.16 Accepting a challenge and causing injuries to another and/or damage to property
- 3.17 Unauthorized use of the name of a teacher as a co-author of an article to assure its publication;
- 3.18 Misconduct that affects the morale or efficiency of the University, or is adverse to the University's good order, welfare, and advancement of its students;
- 3.19 Mauling of a professor or teacher off-campus;
- 3.20 Fistfights, rumbles, tumultuous affrays, or any other forms of fights, physical confrontation, quarrel, or similar forms of misconduct that may cause or tend to cause any disturbance to public peace and tranquility or any danger to life or limb committed in any mall, store, public place, or any place where the public congregates;
- 3.21 Grave threats, light threats, or intimidation on any University student, official, teacher, personnel, security guard or representative;
- 3.22 Drinking beer, liquor, or any intoxicating drink in any store, restaurant, or establishment within the 100-meter radius from the campus;
- 3.23 If still a minor student, drinking beer, liquor, or any intoxicating drink in any store, restaurant, or establishment, in violation of a city or municipal ordinance;
- 3.24 Incidents committed outside the University on an occasion that is not school-sponsored or connected with any school activity;
- 3.25 Cases of violation of off-campus University policies or regulations occurring in connection with a school-sponsored activity;
- 3.26 Cases where the misconduct of the student involves his/her status as a student or affects the good name or reputation of the University;
- 3.27 Using the University's name in academic and non-academic competitions, student conferences, and other activities of the campus, without explicit prior written recommendation of the



concerned college or department Dean/Head or adviser of the group so using the name of the University; endorsement by the SAO; and approval by the Campus Director;

- 3.28 Grave threats, light threats, or intimidation on University student, official, teacher, personnel, security guard or representative; or
- 3.29 Any other serious or grave misconduct or scandal that casts aspersion on, or tarnish or damage the image or name of the University or other members of the University.

## F. STUDENT DISCIPLINARY COMMITTEE

1. **JURISDICTION.** The Student Disciplinary Committee has jurisdiction over all cases involving student discipline and the imposition of sanctions.
2. **COMPOSITION.** It shall be composed of the following:
  - 2.1 VC for Administration/Campus Director as chairperson;
  - 2.2 Campus Legal Officer as co-chairperson;
  - 2.3 Student Affairs Director as member;
  - 2.4 Dean or Chairperson of the college of the concerned student/s as member;
  - 2.5 Guidance Counselor as member;
  - 2.6 Student representative as member; and
  - 2.7 Other University personnel, if necessary.

## G. PROCEDURE IN DISCIPLINARY ADMINISTRATIVE INVESTIGATION

A disciplinary administrative investigation is a management prerogative. It is conducted if there is a complaint, letter, report, or memo pertaining to an alleged commission of an act by a student that may be considered as an offense, wrongdoing, misconduct, or violation of a University policy, rule, or regulation. Disciplinary matters are those that are referred to in this Student Manual as punishable by warning, reprimand, probation, suspension, exclusion, or expulsion. The complainant can be any interested party, such as a student, a

parent, a University employee, an office head, the University, and others.

In the exercise of its management prerogative, the University through any of its office heads may *motu proprio* request for or initiate an administrative investigation of a student. Moreover, if warranted by circumstances, the University, through any of its academic or non-academic office heads, *motu proprio* or acting upon a directive from a higher University official, may conduct an inquiry on any matter it may deem proper and necessary for fact-finding purposes. If the result thereof requires that a disciplinary administrative investigation be conducted, the office head shall submit his/her memo/report with a request for such an investigation to be made by the University.

A student under investigation of a case punishable by exclusion or expulsion may be preventively suspended from entering the campus, if the evidence of guilt is strong. This is a deterrent to the distraction of the normal school operations that may be caused by the continued presence of the said student or for his/her protection from any act of vindictiveness beyond the University's control.

The following procedure substantially complies with the requirements of due process to which everyone is entitled before any sanction is imposed. Under the law and jurisprudence, administrative investigations are summary in nature and the degree of proof sufficient to support a finding that respondent is liable as alleged is substantial evidence. The procedure is aimed at determining whether a student, being investigated for the commission of an alleged offense, misconduct, or violation of the University policies, rules, or regulations is liable or not. If so, the proper sanction shall be meted out. If not, the case shall be dismissed.

In all cases of offense, misconduct, or violation cited in the Student Manual, other than sexual harassment involving a student, the following procedure shall govern:

1. **COMPLAINT OR REPORTING SYSTEM.** A complaint or reporting system is hereby installed whereby concerned parties are encouraged to come forward with a signed report or complaint on any violation of any University rule, regulation, or policy committed by a ward student.

2. **WHO MAY FILE.** Any student, trainee, teacher, employee, administrator, or any known person may report or file a complaint. The parent or guardian may also complain in behalf of his/her ward student.
  
3. **WHERE TO FILE.** The complaint (either in the form of a letter, memo, report, or affidavit) or report may be filed with the SAO/Dean/Principal (unless it is the SAO/Dean/Principal who signs the memo or report) or any University official. In all instances, said complaint or report shall be forwarded to the Chancellor for assignment to the Investigating Officer or directly to the latter for appropriate action.
  
4. **REPORT OR COMPLAINT.** The report or complaint must be in writing and contain the following information:
  - 4.1 The name/s and address/es of the complainant/s;
  - 4.2 The name/s and address/es of the respondent/s;
  - 4.3 The substance, cause/grounds of complaint;
  - 4.4 When and where the complained action happened; and
  - 4.5 The name/s of any witness/es, if any.
  - 4.6 All pertinent papers or documents in support of the complaint are to be attached whenever practicable or available.
  
5. **INVESTIGATING OFFICER.** The Legal Office, through the Investigating Officer or officers designated by it, after receipt of the referral from the Chancellor, Campus Director, or SAO, shall determine whether or not it is sufficient to start the investigation.
  - 5.1 If it is not sufficient yet and it is one that requires further inquiry by the Campus Director or SAO, it shall be referred back to the said officer for further inquiry.
  - 5.2 If it is sufficient or already sufficient and endorsed again, the Legal Office shall issue the proper notice of investigation, attaching thereto the pertinent papers or documents, to the respondent.
  - 5.3 The Investigating Officer then follows the rest of the investigation procedure, giving respondent due process before a resolution, decision, or sanction is made.

6. **FURNISHING RESPONDENT WITH NOTICE OF INVESTIGATION.** The investigating Officer shall immediately furnish the respondent the notice of investigation, attaching therewith a copy of the complaint, memo, or report; direct respondent to file a written answer; and advise him of the rights to examine the evidence against him during the investigation proper, to present his/her own evidence, and to acquire the service of a counsel of his/her own choice, if so desired.
7. **INITIAL CONFERENCE/HEARING.** The Investigating Officer shall also calendar the case for an initial conference/hearing to be stated preferably in the same notice of investigation.
8. **NOTIFICATION OF PARENTS.** The Investigating Officer shall notify the parents or guardians of the student-complainant or student-respondent involved in the investigation accordingly at their last known address per University records. If the parents or guardians fail to come during the investigation despite notice, the investigation shall proceed accordingly.
9. **FILING OF AN ANSWER.** Within the given period the respondent shall file an answer incorporating therein the pertinent documents in support of his/her defense.
10. **WAIVER.** If respondent fails to file his/her answer within the period specified or fails to appear during the conference, respondent shall be deemed to have waived his/her right to confront the evidence against him/her and/or to present his/her evidence. The investigation shall proceed accordingly, even ex-parte. Any decision shall be based on the evidence adduced during the investigation.
11. **SUMMARY JUDGMENT.** If on the basis of the pleadings or evidence on record, the Investigating Officer finds that there is sufficient ground to render judgment, it shall consider the case submitted for decision and the parties shall be informed accordingly.
12. **JUDGMENT BASED ON POSITION PAPERS.** Whenever summary judgment is not appropriate, the Investigating Officer shall direct the parties to the case to simultaneously submit the position papers with

affidavits of witnesses and other supporting evidence within three (3) working days from notice of the directive or order, after which the case shall be deemed submitted for decision.

13. **JUDGMENT AFTER FURTHER INVESTIGATION.** Where the Investigating Officer finds there are complicated factual issues involved which cannot be resolved through position papers, or which need further clarification for better understanding by the Committee, it shall conduct further investigation. It may, if necessary, direct the parties and/or witnesses to appear before it to answer clarificatory questions. For this purpose, the Investigating Officers may allow the parties to submit suggested written clarificatory questions, which it may propound to the parties concerned. The Investigating Officer has the authority to compel any member of the educational community who may have any knowledge on the case to testify during the investigation.
  
14. **CASE RESOLUTION, MOTION FOR RECONSIDERATION, AND APPEAL.** The Investigating Officer, after evaluation of the evidence submitted by the parties, shall decide the case. The decision of the Investigating Officer is final unless appealed to the Office of the Chancellor within three (3) working days from receipt of the decision. A motion for reconsideration shall be considered an appeal. The appeal or motion for reconsideration shall state the reason or reasons why the decision of the Investigating Officer should be reversed or modified. The Chancellor shall consider the evidence adduced during the investigation conducted by the Investigating Officer.
  - 14.1 The decision of the Chancellor is final and immediately effective.
  - 14.2 If the Investigating Officer's decision is not appealed to the Chancellor but the recommended sanction is suspension, dismissal, exclusion or expulsion, said decision shall be subject to the Chancellor's final determination whether to approve or not, or for whatever action that may be deemed necessary and proper.
  
15. **FURNISHING COPY OF DECISION.** In any case, the complainant and respondent shall each be furnished a copy of the decision directly to

them or at their last known address by personal service or by registered mail.

## H. DISCIPLINARY SANCTIONS

1. **LIGHT OFFENSES.** Light offenses carry the following sanctions:
  - 1.1 Warning. To inform and caution the student of the consequences of his/her conduct.
  - 1.2 Probation. A notification that a student has been given a definite period of time to show a mark of improvement in his/her conduct. The probation will be terminated upon the first sign of a genuine change on the part of the student. A student who has not shown signs of improvement will be given retention or suspension.
  
2. **SERIOUS OFFENSES.** Serious offenses, whether committed within or outside the University campus, carry the following sanctions:
  - 2.1 Suspension. This is a punitive suspension, which is different from preventive suspension. The student is prevented from attending class and thus taking any examination, quizzes, and graded recitations given during the specified period.
    - 2.1.1 The DepEd or CHed may not be informed as long as the period imposed does not exceed the 20% of the prescribed class days for the school year.
    - 2.1.2 If the suspension period exceeds that limit, the University must advise the appropriate DepEd or CHed office, but only to notify them and not to seek their approval within 10 days from the termination of the investigation.
  - 2.2 Exclusion. The student is excluded or dropped from the school roll for being undesirable and transfer credentials shall immediately be issued.
    - 2.2.1 A summary investigation shall be conducted and no prior approval by DepEd or CHed is required in the imposition of this penalty.
    - 2.2.2 The decision of the University on every case involving the penalty of exclusion from the school roll, together with all the pertinent papers shall be filed in the University, in order to afford DepEd or CHed the opportunity to review

the case in the event an appeal is taken by the party concerned within the period allowed herein.

2.3 Expulsion. This is an extreme penalty on an erring student. It involves his/her exclusion from admission to any public or private school in the Philippines and requires the prior approval of the Secretary of Education.

2.3.1 The decision of the University on every case involving the penalty of expulsion, together with all the supporting papers, shall be forwarded to the Regional Office of DepEd or CHed within ten (10) days from the termination of the case.

# **MISCELLANEOUS PROVISIONS**



## A. POLICY AGAINST SEXUAL HARASSMENT

Consistent with the Anti-Sexual Harassment Act or RA 7877, this policy aims to prevent any form of misconduct involving an act or series of unwanted, unsolicited, or uninvited acts of demanding, requesting, or requiring any sexual favor from another by a person or any other individual, who exercises authority, influence, or moral ascendancy over another person or individual.

1. **SCOPE.** This policy covers the work, training, or education environment of the University.
  
2. **POSSIBLE OFFENDER.** Regardless of the gender of the potential offender and depending on the place where it is committed, such as in a work, training, or educational environment, they are any of the following:
  - 2.1 Teachers;
  - 2.2 Instructors;
  - 2.3 Professors;
  - 2.4 Coaches;
  - 2.5 Trainers; or
  - 2.6 Any other person having authority influence or moral ascendancy over another.
  
3. **CIRCUMSTANCES.** Sexual harassment may be committed under the following circumstances:
  - 3.1 The offender demands, requests, or otherwise requires sexual favor from the offended party.
  - 3.2 Grant of sexual favors is made as a condition for the giving of a passing grade, the granting of honor scholarships, or the payment of stipend, allowance, or other benefits, privileges, or considerations.
  - 3.3 The sexual advances result in an intimidating, hostile, or offensive environment for the student, trainee, or apprentice.
  - 3.4 The offended party is one who is under the care, custody, or supervision of the offender; or one whose education, training, apprenticeship, or tutorship is interested to the offender.

4. **FORMS.** Sexual harassment may be committed under the following forms:
  - 4.1 Physical:
    - 4.1.1 Physical contact or malicious touching;
    - 4.1.2 Over sexual advances;
    - 4.1.3 Unwelcome, improper or any unnecessary gesture of sexual nature; and
    - 4.1.4 Any other suggestive expression or lewd insinuation.
  - 4.2 Verbal, such as requests or demands for sexual favors or lurid remarks.
  - 4.3 Use of objects, pictures, letters or written notes with bold persuasive sexual underpinning, which creates a hostile, offensive or intimidating work or training environment, which is annoying or disgusting to the victim.
  
5. **PROCEDURE.** The following is the procedure for handling sexual harassment cases:
  - 5.1 Complaint or Reporting System. A complaint or reporting system is hereby installed whereby victims are encouraged to come forward with a report or complaint of any incident of sexual harassment. The system allows informal resolution first and then, if the process fails, formal resolution.
  - 5.2 Who May File. Any student, trainee, or employee of the University may report or file a complaint of sexual harassment. The parent or guardian may also complain in behalf of his/her ward student.
  - 5.3 Where to File. The complaint (either in the form of a letter, affidavit or report) may be filed with the President, Chancellor, any University official, or the Disciplinary Committee through its Chairperson.
  - 5.4 Report or Complaint. The report or complaint must be in writing and must contain the following information:
    - 5.4.1 The name/s and address/es of the complainant/s;
    - 5.4.2 The name/s and address/es of the respondent/s;
    - 5.4.3 The substance, cause/grounds of complaint;
    - 5.4.4 When and where the action complained of happened; and
    - 5.4.5 The name/s of any witness/es, if any.

- 5.4.6 All pertinent papers or documents in support of the complaint must be attached whenever possible.
- 5.5 Furnishing Respondent with Complaint. The Committee shall immediately furnish the respondent a copy of the complaint and all its attachments, and shall direct the respondent to file an answer within three (3) working days from receipt thereof.
- 5.6 Initial Conference/Hearing. The Committee shall also calendar the case for a preliminary conference for the purpose of arriving at an amicable settlement. The parties shall be duly informed of the conference which shall be set immediately after the filing of the answer.
- 5.7 Notification of Parents. If it is a student who is complaining without assistance of his/her parents, or being charged with a sexual harassment offense, the Committee shall notify his/her parents or guardians accordingly at their last known address per University records. If the parents or guardians fail to come during the investigation despite notice, the investigation shall proceed accordingly.
- 5.8 Filing of an Answer. Within the period prescribed herein, the respondent shall file an answer incorporating therein all pertinent documents in support of his/her defense.
- 5.9 Waiver. If respondent fails to file his/her answer and the pertinent documents within the period specified or fails to appear during the conference, respondent shall be deemed to have waived his/her right to confront the evidence against him/her and/or to present his/her evidence. The case shall be heard *ex parte*.
- 5.10 Summary Judgment. If on the basis of the pleadings or evidence on record, the Committee finds that there is sufficient ground to render judgment, it shall consider the case submitted for decision, and the parties shall be informed accordingly.
- 5.11 Judgment Based on Position Paper. Whenever summary judgment is not appropriate, the Committee shall direct the parties to the case to simultaneously submit the position papers with affidavits of witnesses and other supporting evidence within three (3) working days from notice of the directive or order, after which the case shall be deemed submitted for decision.
- 5.12 Investigation Procedure. Where the Committee finds that there are complicated factual issues involved, which cannot be resolved

through position papers, or which need further clarification for better understanding by the Committee, it shall conduct further investigation. It may, if necessary, direct the parties to appear before it to answer clarifying questions. For this purpose, it may allow the parties to submit suggested written clarifying questions that it may propound to the parties concerned. The Committee shall have the authority to compel any member of the educational community who may have any knowledge on the case to testify before the Committee.

- 5.13 Case Resolution. After evaluation of the evidence submitted by the parties, the Committee shall decide the case. The decision of the Committee is final unless appealed to the University Chancellor within three (3) working days from the receipt of the decision. A motion for reconsideration shall be considered an appeal. The appeal or motion for reconsideration shall state the reason or reasons why the decision of the Committee should be reversed or modified. The Chancellor shall consider the evidence adduced during the investigation conducted by the Committee. The decision of the Chancellor is final and immediately effective. If the Committee's decision is not appealed to the Chancellor but the recommended sanction is suspension, dismissal, exclusion or expulsion, said decision shall be subject to the Chancellor's final determination whether to approve or not, or for whatever action he/she may deem necessary and proper.

## **B. POLICY ON FRATERNITIES, SORORITIES, AND HAZING**

The Anti-Hazing Law (RA 8049) provides for penalties for those responsible for hazing committed during the initiation rites of fraternities, sororities, or student organizations. CHed Order No. 4, series of 1995 dated January 25, 1995 likewise requires the University to implement certain preventive measures against hazing committed by fraternities and student organizations. Further, Department of Education, Culture, and Sports (now DepEd) Order No. 49, series of 1995 dated August 14, 1995 stresses the importance of informing the students about RA 8049. Finally, CHed Order No. 95, series of 1995 dated

August 8, 1995 directs all schools to strictly comply with the provisions of CHED Order No. 4, series of 1995.

In view thereof and pursuant to the powers granted to all schools under the law and Sections 74-78, Article XIV of MORPS as well as the highest considerations for the welfare, well-being, safety and discipline of all students of the University, the following rules and regulations are hereby promulgated for strict compliance by all concerned:

1. **GENERAL PROVISIONS**

- 1.1 The University is a private juridical person with rights, privileges, and interests to be protected and upheld for its own good, well being, welfare, and benefit, as well as for the common good, well-being, welfare, and benefit of all its personnel and the students enrolled therein.
  - 1.2 Unless otherwise directed by law or the CHED or DepEd, the University is not against fraternities, sororities, or student organizations. But being a private entity, no person or group of persons can just enter, exist, operate or conduct its business or operations within any of the University campuses without the University's written consent and approval, subject to all the policies, rules and regulations that shall be established by the University, if any.
  - 1.3 While there is freedom to join an association, there is also a corollary freedom not to join an association and the freedom to leave it if one so desires. No particular freedom is absolute. One freedom is always subject to the limitations of other freedoms, laws, morals, public policy, public order, legal rights, interests, and privileges of other persons, all of which must be equally protected and upheld.
2. **REGISTRATION.** No fraternity, sorority, or organization is allowed to operate and conduct its operation in any University campus, which is a private place owned by a private juridical entity, if it is not duly and officially recognized by and registered in the campus on an annual basis in every start of the school year. All essential requirements for the annual registration and recognition of these groups should be submitted to the SAO not later than June 30 of every year. The

application shall be acted upon whether approved, disapproved, under probation or suspended by the SAO within one (1) month from June 30 of every year. However, pursuant to DECS (now DepEd) Order No. 20, series of 1991 dated March 4, 1991, fraternities and sororities are prohibited in high schools; thus, recruitment or taking in of elementary and high school students for membership in fraternities and sororities, or the formation of a fraternity or sorority in the elementary or high school department is strictly prohibited.

2.1 The word “organization” as defined by RA 8049, includes any student organization or club as well as the Armed Forces of the Philippines (AFP), Philippine National Police (PNP), Philippine Military Academy (PMA) or any officer or cadet corps of the ROTC/CAT.

3. ***PROPER CONDUCT OF ORGANIZATION***

3.1 Fraternities, sororities and student organizations, through their officers, shall police their own members. Failure to do so or to prevent any violation of any University policy, rule, or regulation shall be the personal responsibility of the said officers.

3.2 Fraternities, sororities, and student organizations are enjoined to participate in cultural events, community outreach projects and other extra-curricular activities.

3.3 Counseling by the group’s alumni or the University guidance counselors, or tutoring by members should be availed of for those members needing one.

3.4 Fraternity and sororities should have monthly meetings in a council of equals known in this University as Inter-Fraternity and Sorority Alliance (IFSA). Reporting of a potential conflict to the head of a fraternity or sorority should be made a standard procedure. The head in turn will patch it up with his/her counterpart. IFSA and the heads of the groups concerned should immediately inform in writing the SAO of any potential conflict, and if resolved later among themselves, how it was being resolved.

3.5 Fraternities, sororities, and organizations should have an ethical code of conduct in their organizational vision and objectives that should stress brotherhood, studies, safety, productivity, creativity,

community service, and nationhood. It should be an integral part of their constitution and by-laws.

4. **CONDUCT OF PARTICIPATION.** Parents should be informed about the participation of their children in fraternities, sororities, and organizations. Consequently, all existing fraternities, sororities and organizations, through their officers, should inform in writing the parents of all their members and officers that their children are members of a fraternity, sorority or organization by registered mail with registry receipt and duly accomplished registry return card, copies of which must be furnished to the SAO along with the latest complete list of members duly attested by the officers of the fraternity, sorority or organization not later than October 30. Thereafter, every school year, before the end of June, all fraternities, sororities, and organizations shall submit to SAO, as one of the essential prerequisites before one can be duly and officially registered and recognized for that particular school year, an updated complete roster of members duly attested by their officers. Finally, a furnished copy of the letter should accompany the notice to the University for an initiation rite to be conducted from the group's responsible officers to the parents of each of the recruits, neophytes, or applicants, informing them that their children are participating in the initiation rites of the group at a particular date, time, and venue. Such letter must be together with the letter's registry receipt and duly accomplished registry return card.
  
5. **PROHIBITED ACTS.** Any fraternity that shall commit any of the following prohibitive acts shall be sufficient ground for the revocation of its recognition and make all its officers administratively liable for serious misconduct. Such officers shall be placed under disciplinary administrative investigation.
  - 5.1 Recruitment accompanied by deceit, force, violence, threat, or intimidation on the person of the recruit who refuses to join;
  - 5.2 Recruiting or campaigning for membership to any elementary or high school student;
  - 5.3 Preventing from quitting the recruit, neophyte or applicant, who initially consents to join but upon learning that hazing will be

- committed on his/her person, decides to quit from the rite or group;
- 5.4 Preventing the recruit, neophyte or applicant, after having undergone hazing, from reporting the unlawful act to his/her parents or guardians, to proper University authorities or to police authorities, through force, violence, threat or intimidation;
  - 5.5 Conducting of an initiation rite outside the campus;
  - 5.6 Conducting an initiation rite, process or activity without the required prior written notice to the University; and
  - 5.7 Conducting an initiation rite, process, or activity without the presence of the authorized University representative.
6. **HAZING.** Hazing is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority, or organization by placing the recruit, neophyte, or applicant in some embarrassing or humiliating situations, such as forcing him to do menial, silly, foolish, and similar tasks or activities, or otherwise subjecting him to physical or psychological suffering or injury. This rite or practice is prohibited in this University.
7. **CONDUCT OF INITIATION RITE**
- 7.1 No initiation rite in any form or manner by a fraternity, sorority, or organization shall be allowed without prior written notice to the SAO at least seven (7) days before the conduct of such initiation.
  - 7.2 The written notice shall indicate the period of the initiation activities, which should be conducted only in the campus during official school hours and school days, shall include the names of those to be subjected to such activities and shall further contain an undertaking that no physical violence shall be employed by anybody during such rite.
  - 7.3 No initiation rite or similar activity under any name, form, or manner shall be commenced or conducted without the personal presence of at least two (2) University personnel duly assigned by the University administration. Unless otherwise directed by the University, the official representatives are Student Affairs Director, CSU Head, Dean/Chairperson of the college where one of the recruits, neophytes or applicants, the group's faculty



adviser and one prefect of the University appointed by the CSU Head.

- 7.4 The official University representatives should be present during the entire initiation and stop it on the designated time. It is their duty to see to it that no hazing is inflicted upon a recruit, neophyte, applicant or any person during the initiation, for which reason they are authorized to have the names of all the persons present during the initiation registered, as well as to stop and terminate the rite at any time when in their judgment hazing is committed or attempted or about to be committed. The official University representatives shall file a report within 24 hours from the termination of the initiation rite. In case hazing occurs, they should also file the appropriate administrative complaint/s so that an investigation can be initiated and the proper disciplinary sanction/s be imposed.
  - 7.5 The presence of the adviser or any member, officer, former officer or alumni of the fraternity, sorority, or organization during the hazing is a prima facie evidence of participation therein as a principal, unless he/she prevented the commission of the acts of hazing.
  - 7.6 Student-officers/members of the fraternity, sorority or organization who actually planned the hazing, although not present when the acts of hazing were committed, shall be liable as principal and shall be sanctioned accordingly.
8. **DISCIPLINARY SANCTIONS FOR HAZING.** The following disciplinary sanctions, without prejudice to the proper criminal and civil sanctions that shall be adjudged by the courts, shall be imposed by the University on those students found guilty after due process of violating any of the foregoing rules and regulations:
- 8.1 Expulsion from the University of fraternity, sorority or organization officers and members directly responsible for hazing or any form of initiation rite that results to physical harm, injury, death, sodomy, rape or mutilation; for starting or taking offensive action that provokes violence; carrying of knives, sticks, pipes, guns or other deadly weapons in the University; or for extorting.
  - 8.2 Exclusion from the University for all officers and organizing members who are not directly responsible for hazing or any form

- of initiation rite that results to physical harm, injury, death, sodomy, rape or mutilation; for starting or taking offensive action that provokes violence; carrying of knives, sticks, pipes, guns or other deadly weapons in the University; and for extorting.
- 8.3 Exclusion from the University for recruitment accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join; for preventing from quitting a recruit, neophyte or applicant who initially consents to join but upon learning that hazing will be committed on his/her person, decides to quit the rite or the group; for preventing a recruit, neophyte or applicant, after having undergone hazing from reporting the unlawful act to his/her parents or guardians, to the proper University authorities or to police authorities, through force, violence, threat or intimidation.
  - 8.4 Exclusion from the University for all officers and members conducting or who authorized the conduct of an initiation rite outside the University; of an initiation rite without the required written notice to the University where no hazing is committed; or of an initiation rite without the presence of the authorized University representatives where no hazing is committed.
  - 8.5 Sixty-day suspension from the University of all officers of a fraternity, sorority or organization found guilty of starting action that will provoke violence, where actual violence has not been actually committed or inflicted yet or has not actually erupted yet.
  - 8.6 Thirty-day suspension from the University for an erring student for operating (i.e. holding meetings, recruitment, placing notices or ads on the bulletin board or any portion of the campus, etc.) a fraternity, sorority or organization not expressly recognized and registered in a particular school year; or any act or activity committed by any officer or member in violation of any of the rules and regulations herein not particularly covered in the foregoing provisions for sanctions.
  - 8.7 If any act mentioned in the paragraphs 8.5 and 8.6 is committed the second time, the penalty imposed is exclusion from the University.
  - 8.8 Suspension of recognition of the guilty fraternity, sorority, or organization for one (1) year for the first offense of any of the acts mentioned herein committed by any member, officer, former

officer or alumni; and a permanent ban for the next offense. Suspension also includes, among others, the suspension of the privileges to operate and conduct any business in the campus involving any University student and to use the bulletin boards and place notices or ads inside the campus by the suspended group or its officers or members.

- 8.9 Suspension of the guilty student mentioned in paragraphs 8.5 and 8.6 herein also includes his/her placement under probationary status subject to good discipline or behavior during the remaining terms of his/her studies; a violation of which shall necessitate the imposition of more serious sanctions, like exclusion.
- 8.10 Such other sanctions as may be allowed by law, without prejudice to subjecting the erring student to other disciplinary sanctions for any other act or acts that may violate any of the provisions of the Student Manual.

## C. POLICY ON GENDER SENSITIVITY

1. **PURPOSE AND RULES.** This policy aims to ensure gender sensitivity within the University. This policy involves the following rules:
  - 1.1 Both female and male students are given equal access to education, scholarships, and trainings. Women can enroll in non-traditional skills training in vocational and tertiary schools.
  - 1.2 Discrimination of female students who became pregnant out of wedlock shall be avoided. The University shall not turn out or refuse admission to a female student solely on account of her having contracted pregnancy outside of marriage during her term in the University.
  - 1.3 Gender-sensitive language shall be used all the time.
  - 1.4 Female students have the freedom to participate in competitive and non-competitive sports as means to achieve excellence and to promote physical and social well-being.
  - 1.5 Athletic and working scholarships are equally afforded to both female and male students. There shall be pro-rata representation of women in those scholarship programs based on the percentage of women in the whole student population.

- 1.6 Gender sensitive and responsive health services are afforded to both female and male students and employees.
- 1.7 Gender sensitive University facilities are provided.
- 1.8 Gender sensitive trainings and seminars are conducted regularly.

## **D. OTHER EXISTING RULES AND REGULATIONS**

With respect to the Colleges of Nursing, Midwifery, Law, Marine Engineering, and Marine Transportation that have separate and existing student manuals due to peculiar circumstances of their curriculum and structure, the provisions in their student manuals are hereby declared as still valid, existing, effective, and supplementary in character, insofar as they are not in conflict with or inconsistent to the provision of this Student Manual.

All existing rules and regulations presently adopted and implemented by the University CSU shall continue to be in full force and effect, unless they are in conflict with or inconsistent to the provisions of this Student Manual.

## **E. CONCLUSION**

The University predicates the promulgation of this Student Manual on the fact that when a student enrolls in this institution of learning, he/she does so at his/her own volition, with the consent and guidance of his/her parents, guardians, supporters, or benefactors.

Once the student affixes his/her own customary signature to his/her enrollment papers or forms, it is also clearly understood by both the student and the University that the student hereby expresses his/her willingness to abide by and follow the foregoing policies, rules, and regulations with the full consciousness that his/her behavior and deportment inside and outside the campus are subject to the disciplinary authority or high standards of the moral, educational, academic, and social objectives observed, maintained, and upheld by the University.

The end in view is to realize the University's objectives of developing an authentic person who shall be cast into the moving stream of society as a responsible, disciplined, and productive citizen.

# **APPENDICES**

## **A. DRUG TESTING FOR TERTIARY STUDENTS**

Republic of the Philippines  
Office of the President  
DANGEROUS DRUGS BOARD  
5<sup>th</sup> Floor CHAMP Building, Bonifacio Drive, Port Area, Manila

BOARD REGULATION NO. 6  
Series of 2003

**SUBJECT:** General Guidelines for the Conduct of Random Drug Testing for Secondary and Tertiary Students

Pursuant to Section 38(c), Article III of Republic Act No. 9165, the following guidelines are hereby promulgated.

The guidelines shall be applicable to the random drug testing of students in public and private secondary, tertiary/higher education institutions and post-secondary technical vocational schools. These guidelines outline the purposes of the random drug-testing program, as well as procedures and necessary consequences of a positive drug test result after confirmation.

All the procedures undertaken shall take into account the ideas of fairness and rehabilitation and not isolation of the drug dependent. The school must

not violate the constitutional rights to due process, equal protection and self-incrimination.

**A. GUIDING PRINCIPLES IN THE IMPLEMENTATION OF RANDOM DRUG TESTING IN SCHOOLS AND MANAGEMENT OF DRUG TEST RESULTS**

1. Government recognizes the primary responsibility of the family, particularly the parents for the education and awareness of its members of the ill effects of dangerous drugs.
2. Parental involvement shall be maximized in the implementation of drug education, random drug testing, treatment and rehabilitation of drug users and dependents.
3. The school, with the assistance of Local Government Units (LGUs) and other agencies where the school is located, has the obligation to employ every reasonable means to provide a healthy and drug-free environment to its populace.
4. Cognizant of the right of the students to continue and complete their studies, the government and the schools shall give emphasis to the implementation of measures aimed at guidance and counseling together with the treatment and rehabilitation of any student found to have used or to be dependent on dangerous drugs.
5. Academic freedom of institutions of higher learning shall be respected in the implementation of random drug testing and all other pertinent provisions of RA 9165.
6. The implementation of drug abuse prevention and education program in schools shall be intensified as an integral part of the over-all demand reduction efforts of the government.
7. The random drug testing shall be implemented as a collaborative undertaking of the government, the schools, the students and their parents. The whole process shall not in any manner be utilized to harass the students.
8. Random drug testing shall be implemented primarily for prevention and rehabilitation.
9. The drug testing program shall guarantee and respect the personal privacy and dignity of the student.
10. The drug test results shall be treated with utmost confidentiality.
11. The test results shall not be used in any criminal proceedings.

**B. PURPOSES OF RANDOM DRUG TESTING**

1. To determine the prevalence of drug users among the students.
2. To assess the effectivity of school-based and community based prevention programs.
3. To deter the use of illegal drugs.
4. To facilitate the rehabilitation of drug users and dependents.
5. To strengthen the collaboration efforts of identified agencies against the use of illegal drugs and in the rehabilitation of drug users and dependents.

C. DEFINITION OF TERMS

1. *“Drug Counselor”* shall mean a person trained in the techniques of guidance counseling particularly dealing with the cases of drug dependency. The Drug Testing Coordinator shall designate such person.
2. *“Drug Testing Coordinator”* shall be the point person in the school tasked with handling random drug testing which shall be the principal of a secondary school, the administrator of a technical vocational education and training institution or the administrator appointed by the president/chief executive office in tertiary institutions.
3. *“Parents”* shall, for purposes of these guidelines, include court appointed guardians.
4. *“Random Selection”* refers to the unbiased process of selecting students who are to undergo drug testing.
5. *“Rehabilitation”* is the dynamic process, including after-care and follow-up treatment, directed towards the physical, emotion/psychological, vocations, social and spiritual changes/enhancement of a drug dependent to enable him/her to live without dangerous drugs, enjoy the fullest life compatible with his/her capabilities and potentials and render him/her to become a law-abiding and productive member of the community.
6. *“Schools”* shall mean an institution that has as its primary purpose the education of students including secondary, tertiary and technical vocational education and training institutions
7. *“Selection Board”* shall be the board constituted at the level of the school composed of the Drug Testing Coordinator as chairperson, one representative each from the students, faculty and parents as members. The authorized governing body duly recognized by their respective constituents shall choose the representatives from these



stakeholders based on a set of selection criteria formulated for this purpose. In the absence of a parent's association, the School Head may appoint any parent who shall be a member of the Selection Board.

8. *"Supervising Agency"* shall refer to the government agency that exercises supervision over the school such as the Department of Education (DepEd), Commission on Higher Education (CHED), or the Technical Education and Skills Development Authority (TESDA).

#### D. PROCEDURES IN THE CONDUCT OF RANDOM DRUG TESTING

##### 1. Notification

- a. The Supervising Agency through an appropriate order that includes these guidelines on random drug testing, shall inform all the schools under its supervision about the government's actions against illegal drugs.
- b. The schools' administration shall be required to explain these provisions and their procedures to the school community and when applicable, include this in the schools' handbook or listing of procedures. (The Supervising Agencies' Memorandum Circulars should include a list of DOH-accredited Testing Center/Laboratories.)

##### 2. Samples

- a. The Supervising Agency shall inform randomly selected schools on their inclusion in the random drug testing program.
- b. The whole student population of the school selected shall be included in the random sampling.
- c. The number of samples should yield a statistical 95% confidence level for the whole student population.

##### 3. Selection of Samples

- a. The Drug Testing Coordinator shall convene the Selection Board within five days from the receipt of notice from the Supervising Agency stating that the school is included in the program.
- b. On the day of the testing, the Selection Board shall conduct the random selection of those to be tested.
- c. The Selection Board shall ensure the confidentiality and integrity of the random selection process.

- d. The selection process shall be random through a lottery, which may be computerized, or in any other manner shall be agreed upon the Board.
  - e. The random selection of students and the drug testing shall be done on the same day.
  - f. Prior to the testing, the selected students shall be asked to reveal the prescription medicines, vitamins, food supplements that they had ingested within the past five (5) days. The Drug Testing Coordinator shall keep the listing and utilize this in the evaluation of the confirmatory drug test.
  - g. The laboratory shall follow the DOH prescribed guidelines in the collection of urine specimens. Universal precautions shall be observed at all times. DOH Prescribed Guidelines shall be posted in strategic places/visible area of the school.
  - h. The monitor assigned to ensure the integrity of the collection process should be of the same sex as the student.
  - i. The drug testing shall be done in the school and conducted by a duly accredited drug-testing laboratory. The school, through its respective health personnel, shall assist the Drug Testing Laboratory in the conduct of the drug testing,
  - j. The Drug Testing Coordinator shall ensure the confidentiality and integrity of the random drug testing for the students, teachers, administration and the personnel of the school. It is strongly recommended that the drug-testing for students, the teachers, administration and personnel be done simultaneously.
4. Treatment of Random Drug Test Results
- a. The results of the test shall be strictly confidential. No school shall publish or post results whether positive or negative.
  - b. Any person who violates the rules of confidentiality of the results and selection shall be liable under Section 72 of RA 9165 and such other appropriate laws.
  - c. The laboratory shall place the drug test result in a sealed envelope and deliver the same via personal service to the Drug Testing Coordinator. The Drug Testing Coordinator shall then inform all the students tested individually of the test results.
  - d. In case the test results are positive, the Drug Testing Coordinator shall inform both the student and parent concerned that a confirmatory test shall be conducted. The student shall be told to

- inform his/her parents of the scheduled conference with the Drug Testing Coordination. The student shall be advised to refrain from revealing the test results to other persons.
- e. During the scheduled conference, the Drug Testing Coordinator shall relay to the parents full information on the process that shall be undertaken for the confirmatory test. In the event that the parents do not appear on the scheduled conference, the student shall be informed of the schedule of the confirmatory test.
  - f. The confirmatory drug test shall be conducted in the same manner as the initial drug test.
  - g. The results of the confirmatory test shall be transmitted by the laboratory in a sealed envelope and handed directly to the Drug Testing Coordinator.
  - h. The Drug Testing Coordinator shall inform both the parents and the students of the results of the test.
  - i. The Drug Testing Coordinator shall not delegate such task of informing the student and parent to any other person, nor shall the Drug Testing Coordinator reveal the results of the test to any person other than the student and parent.
  - j. First time positive confirmatory drug test result shall not be a ground for expulsion or any disciplinary action against the students.
  - k. The Drug Testing Coordinator shall refer the student and his/her parent to government-owned DOH-accredited facility or DOH-accredited government physician to determine the student's dependency level.
  - l. The student may opt for a private DOH-accredited facility or physician for this initial determination provided it is at his/her own expenses.
  - m. In the event that it is determined that the student is a drug dependent, the school may impose the appropriate sanctions against the student as provided for in the school's Student Handbook and the Manual of Regulations for Private Schools, provided that in the case of public secondary schools, if the student is later on found to have been rehabilitated, the student shall then be allowed to enroll.
  - n. The student shall then undergo a three (3)-month observation and counseling period under the supervision of the DOH-

accredited facility or physician in consultation with the parent. Such process of observation and counseling shall be done in coordination with the Drug Counselor of the school.

- o. At the end of the three (3) months, it is hoped that with the counseling done, the student will be properly rehabilitated.
- p. If the student shows no signs of improvement, recovery or fails the drug test the second time, the DOH-accredited facility or physician may make a recommendation to the student, parent, and Drug Testing Coordinator to have the student referred to a DOH-accredited facility suited to the student's level of dependency. If another drug testing is conducted for another period on the same student population, and the student is found positive the second time, the school shall proceed in accordance with Section 61, RA 9165.
- q. The parent and the student may choose to enroll the student in a private rehabilitation center or program or opt to avail the rehabilitation services of the government through a DOH-accredited faculty.
- r. If the parents refuse to act, the school shall proceed in accordance to Sec. 61 of RA 9165 without prejudice to the provision of Section 73, RA 9165.

**E. REPORTORIAL REQUIREMENTS OF RESULTS OF THE RANDOM DRUG TESTING**

- 1. The Drug Testing Coordinator, Drug Counselor and employees of DOH-accredited facilities, testing laboratories shall not reveal the names of the students or test results to any other persons except to the student concerned or his/her parents.
- 2. The aggregate test results from each school, which shall not include the identities of the students tested, shall be submitted by the School Head to the Division Superintendent of DepEd for secondary schools, the Regional Director of CHED for tertiary schools and Training Institution Administrator for TESDA for consolidation for the purpose of evaluating the efficacy and effectiveness of drug abuse prevention programs.

**F. TRAINING OF GUIDANCE COUNSELORS**

The Department of Education, Commission on Higher Education, Technical Education and Skills Development Authority, Philippine Drug Enforcement Agency, and Dangerous Drugs Board in coordination with each other shall formulate and conduct the training program for guidance counselors for the purpose of enhancing their skills in handling drug abuse prevention programs and handling drug dependency cases.

**G. EXPENSES OF THE PROGRAM**

The Department of Health, in coordination with the Supervising Agencies shall designate the drug testing laboratories that shall be utilized for purposes of the program.

Payment of testing fees shall be done by the government thru the Department of Health to the Drug Testing Laboratories.

**H. ENFORCEMENT OF COMPLIANCE**

Students who refuse to undergo random drug testing shall be dealt with accordance with the rules and regulations of the schools; provided that at no time shall refusal to undergo testing give rise to a presumption of drug use or dependency; provided further that the school may impose sanctions on such refusal other than the offense of drug use or dependency.

Schools that refuse to implement the random drug testing program shall be liable under Section 32 of RA 9165 without prejudice to other administrative sanctions imposed by the Supervising Agencies. The Supervising Agency shall report the same to the Philippine Drug Enforcement Agency (PDEA) and the Dangerous Drugs Board (DDB).

**I. MISCELLANEOUS PROVISIONS**

**Separability Clause.** If any provision of these Guidelines or the application thereof to any person or circumstance is held to be invalid, the other provisions of these Guidelines and the application of such provision to other persons or circumstances shall not be affected thereby.

**Effectivity.** These Guidelines shall take effect immediately after the approval by the Dangerous Drugs Board.

ADOPTED and APPROVED this 1<sup>st</sup> day of August, 2003 at Camp Crame, Quezon City.

## B. UNIVERSITY HISTORY

On April 1, 1964, a group of young men, with vision and foresight spurred by altruistic motives to help mould the moral and intellectual life of the youth, banded themselves together to form an educational institution – the Cebu College of Commerce.

- July 1964 - Opening of the high school Day and Night, as well as the first collegiate programs, Bachelor of Science in Commerce (BSC) and Associate in Secretarial Science (ASS), with an enrollment of 600 students
- 1965 - Addition of Bachelor of Secondary Education (BSEd) and Bachelor of Arts (AB) programs
- 1966 - Acquisition of a new building to accommodate increased student population
- 1967 - Opening of Associate in Nautical Science (ANS)  
- Construction of three-story building
- February 1968 - Construction of a building fronting the Sanciango gate
- 1968 - Offering of Associate in Marine Engineering (AME) and Bachelor of Science in Customs Administration (BSCA)
- 1971 - Addition of Bachelor of Science in Criminology (BSCrim) course  
- Completion of Sanciango building
- 1972 - Approval by Securities and Exchange Commission (SEC) of the change of name of the institution from Cebu College of Commerce to Cebu Central Colleges (CCC)
- 1973 - Offering of Bachelor of Science in Nursing (BSN)
- 1974 - Addition of supplemental course in Nursing
- 1976 - Opening of Midwifery and Health Aide, a course closely allied to Nursing; also of Bachelor of Science in Naval Architecture and Marine Engineering (BSNAME)
- 1977 - Added Bachelor of Science in Secretarial Administration (BSSA)

- 1978 - First engineering course, Bachelor of Science in Mechanical Engineering (BSME), offered
- 1979 - Construction of the first wing of the Don Manuel Gotianuy Building
  - Added Bachelor of Science in Electrical and Civil Engineering (BSEE & BSCE) to engineering courses
- 1980 - Completion of second wing of the Don Manuel Gotianuy Building
  - Establishment of the Graduate School, offering Master of Science in Elementary School Management (MSESM) and Master of Science in Business Administration (MSBA)
- 1981 - Completion of the last wing of the CCC complex
- 1982 - Bachelor of Science in Hotel and Restaurant Management (BSHRM) opened
- 1983 - Bachelor of Science in Information and Computer Science (BSICS) offered, making CCC, the first school in Cebu to offer it
  - Associate in Criminology is offered
- 1984 - Bachelor of Science in Computer Engineering (BSCompE) enriched college degree programs
- 1985 - Opening of the Electronic Data Processing (EDP); it computerized the college enrollment
- 1986 - Construction of the new building housing the chapel
- October 13-14, 1986 - PACU-COA Preliminary Visit for Level I Status of the BSMT and AME departments
- 1987 - New building at Sanciangko Street completely finished; houses the Nursing, Midwifery, and Criminology departments
  - One Graduate course added: Master of Science in Teaching, major in Mathematics (MST Math)
- February 1988 - PACU-COA approved Level I Status for BSMT and AME departments
  - Bachelor of Science in Marine Officers Training (BSMOT) course added
- June 1989 - Master of Science in Criminal Justice System



- opened
- August 28, 1989 - 25<sup>th</sup> Anniversary of CCC
  - October 1989 - Formal Visit of the PACU-COA Accrediting Team for Level II Status of the BSMT and AME departments
  - June 1990 - Transfer of BSMT to new site at Alumnos, Mambaling
  - 1991 - Construction of the new Science and Technology Building at the Expressway Campus
  - March 16, 1991 - Inauguration of Alumnos, Mambaling BSMT Campus
  - June 1991 - Expansion of Graduate School, adding new majors, Educational Technology and Marine and Nautical Science to MST program, as well as School Management, Management of Classroom Learning, and Management of Pre-School Education to MSES program
  - Offering of new undergraduate programs: Bachelor of Science in Accountancy (BSA), Bachelor of Science in Commerce, major in Real Estate and Insurance.
  - Purchase of the Cebu Coliseum to serve as CCC's gymnasium
  - October 1991 - Preliminary Visit by PACU-COA Accrediting Team for Level 1 Accreditation of the BSN, AB, and BSEd courses
  - February 1992 - The University Team of the Bureau of Higher Education - Department of Education, Cultural and Sports (DECS) visited CCC, in connection with its application for University status
  - Level I Accreditation Status granted by PACU-COA to the Colleges of Nursing, Arts, and Education
  - April 8, 1992 - Approval by DECS Secretary Isidro D. Cariño of the conversion of CCC to the University of Cebu, effective May 1, 1992
  - May 8, 1992 - SEC approval of the change of name from CCC to the University of Cebu (UC)

- June 1, 1992
- Installation of Atty. Augusto W. Go as the first UC President by DECS Secretary Isidro D. Cariño
  - Transfer of allied engineering classes to the new Science and Technology Building at the South Expressway
- August 7, 1992
- Blessing and inauguration of the New Science and Technology Building, with new DECS Secretary Armand Fabella cutting the ribbon
  - Linkage of UC with ATS-CAD for Computer Designs
- October 19, 1992
- First advanced SOLAS training course offered by the International Development and Environmental Shipping School (IDESS), in cooperation with the UC Maritime Education Center
- January 1993
- Additional graduate courses approved: Doctor of Education (EdD), major in Educational Planning, and Master of Arts in Nursing (MAN)
- June 1993
- UC granted permit by DECS Regional Office to operate on experimental basis the modified Bachelor of Science in Marine Engineering (BSMarE-NIS) and Bachelor of Science in Marine Transportation (BSMT-NIS), in cooperation with the Norwegian Training Center-Manila
  - Computer courses for high school students and short-term computer programs offered
  - UC Graduate School made FAPE Regional Training Center for MST Math, MAN, and MST Nautical Science
  - Installation of canofile machine in the Registrar's Office
- December 9-11, 1993
- Visit of PACU-COA Accreditors for Reaccreditation of the Colleges of Marine Transportation and Marine Engineering, and Formal Visit for Level II Status of the Colleges of Education, Arts and Sciences, and Nursing
- March 1994
- PACU-COA grants Level II Status to AB, BSEd,

- and BSN programs, and Level II Reaccreditation Status to BSMT and BSMarE programs
- June 1994 - Additional majors in AB offered: Industrial Psychology, Guidance, and Theater Arts
  - October 24, 1994 - Laying of cornerstone of the AWG Building
  - November 24, 1994 - UC granted permit to offer five (5) day-Automatic Radar Plotting Aid (ARPA) vocational course
  - May 21, 1995 - Inauguration of school branch, UC-Lapu-Lapu and Mandaue (UC-LM)
  - June 1995 - New major, Management Accounting, added to BSC degree program
  - UC granted recognition by CHed of its Doctor of Education (EdD) major in Institutional Planning and MAN programs
  - October 1995 - UC made the Center for Mathematics of the FAPE-CHED-COCOPEA Consortium for the Massive Upgrading Program of college faculty in Region VII
  - November 16-17, 1995 - Nautical and Marine Engineering programs of UC audited by a team from the Norwegian Maritime Directorate (NMD)
  - March 1996 - Safety training courses of UC Basic Safety Course, Medical-Emergency-First-Aid, Advanced Fire Fighting and Proficiency in Survival Craft accredited by the NMD
  - UC granted by CHed 36 Awards for Exemplary and/or Outstanding Academic Achievement/Performance for school year (SY) 1995-1996
  - April 25, 1996 - UC granted permit by CHed to offer Bachelor of Science in Elementary Education (BEEd) course, effective SY 1996-1997
  - June 17, 1996 - UC linked up with internet (FAPE-NET)
  - October 4, 1996 - UC granted by PACU-COA Level I Accredited Status for the Colleges of Criminology and Hotel and Restaurant Management
  - March 6-8, 1997 - Level II-First Reaccreditation Visit of PACU-

- COA for Colleges of Nursing and Education
- June 1997 - Graduate School granted permit by CHed to offer new major, Computer Science in its MST program
  - September 15-17, 1997 - System Assessment of UC's Maritime Transportation program by the Det Norske Veritas represented by Lead Auditor Ravi Mehta
  - October 1-3, 1997 - Formal Visit by PACU-COA of the Colleges of Hotel and Restaurant Management and Criminology
  - December 10, 1997 - PACU-COA grants Level II Status to the Colleges of Criminology and Hotel and Restaurant Management
  - February 3-5, 1998 - First Audit of UC's Maritime Transportation program by the DET Norske Veritas represented by Lead Auditor Ravi Mehta
  - March 1998 - Start of the Project ALPHA grant at METC, sponsored by BONA Shipping AS and Hoegh Fleet Services AS
  - June 1998 - Opening of Elementary department
  - Restructuring of the College of Arts and Sciences to the College of Arts
  - Offering of Master of Science in Criminology
  - July 30-31, 1998 - Level II First Reaccreditation Visit for the College of Arts
  - September 4, 1998 - PACU-COA grants Level II First Reaccredited Status to the College of Arts
  - December 5, 1998 - Blessing of Jose W. Gotianuy Hall at UC-METC Campus
  - Presentation of the Det Norske Veritas (DNV) Certificate under the Rules of Maritime Academies and Training Centers
  - April 1999 - PACU-COA grants Level I Status to the Colleges of Commerce, Computer Engineering, and Computer Science
  - June 8, 1999 - CHed grants government recognition of the BEEed course, effective SY 1998-1999

- June 11, 1999 - Granted Certificate of Authorization by CHED as a deputized Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP) school in Region VII for Criminology, Business Administration, and Allied Engineering courses
- November 18, 1999 - Opening of CISCO Networking Academy program
- February 1, 2000 - CHEd grants government recognition of the MSCrim course, effective SY 1999-2000
- March 17, 2000 - Conferment of the Degree of Humanities (HD) *Honoris Causa* on Chief Justice Hilario G. Davide, Jr.
- April 10, 2000 - PACU-COA grants Level II First Reaccredited status to the Colleges of Criminology and Hotel and Restaurant Management
- PACU-COA grants Level II Second Reaccredited status to the Colleges of Nursing and Education
- August 26, 2000 - Blessing and inauguration of four (4) facilities at the UC-METC Campus; namely, Ship's Bridge Simulator, Multimedia Center, New Dormitory, Project Alpha office, and Resource Center
- April 10, 2001 - PACU-COA grants Level II Formal Accredited Status to the Colleges of Commerce and Computer Engineering
- June 2001 - Transfer of Graduate School to its new site
- September 2001 - Transfer of business offices to new Doña Alicia Gotianuy Building
- November 5, 2001 - PACU-COA grants Level II Second Reaccredited Status to the Marine Engineering and Marine Transportation programs
- December 7, 2001 - Inauguration of UC-LM Annex Building
- March 8, 2002 - UC-Banilad granted government permit to operate first year Bachelor of Laws (LLB) in SY 2002-2003

- June 2002
  - Opening of UC-Banilad with curricular offerings in LLB, BSC, BSA, BSIT, BSCPE, BSECE
  - Transfer of the College of Nursing to UC-Banilad
- June 29-31, 2002
  - PACU-COA Visit for the following curricular programs: Accountancy, Civil Engineering, Electrical Engineering, and Mechanical Engineering
- August 28, 2002
  - 10<sup>th</sup> UC Anniversary Celebration, with a musical concert at the Grand Ballroom of the Waterfront Hotel, Lahug, Cebu City
- May 17, 2003
  - Transfer of the administrative offices to new elementary and high school building
- June 2003
  - Opening of UC-LM of the new College of Nursing
  - Start of elementary and high school classes in new elementary and high school building
- July 10, 2003
  - Oath taking of UC President Augusto W. Go, as Consul General of the Republic of Korea
- July 21, 2003
  - Inauguration and blessing of new elementary and high school building by His Eminence Ricardo Cardinal Vidal
- August 29, 2003
  - Blessing of the UC-Banilad Building
- October 27, 2003
  - CHEd grants Deregulated Status to UC
- November 10, 2003
  - PACU-COA grants Level II Second Reaccredited Status to the Liberal Arts program
- November 28, 2003
  - Awarding of Certificates for Deregulated Status in Malacañang
- September 22-24, 2004
  - PACU-COA visit for Colleges of Computer Engineering, Hotel and Restaurant Management, and Commerce
- March 17, 2005
  - Conferment of the degree, Doctor of Science (ScD) in Business and Managerial Finance, *Honoris Causa* on Carlos S. Go, CPA
- April 4, 2005
  - PACU-COA grants Level II-First Reaccredited Status to BSCompE program
- May 31, 2005
  - PACU-COA grants Level II-Candidate Status

- October 2005 - First Reaccredited Status to BSC program
- October 2005 - PACU-COA visit for College of Education Level II-Third Reaccredited Status
- October 2005 - PACU-COA Preliminary Visit for Colleges of Education and Criminology at UCLM
- April 1, 2006 - Conferment of the degree, Doctor of Laws, *Honoris Causa*, on Chief Justice Artemio V. Panganiban, Jr.
- June 2006 - Recognition of the organizational structure of the UC system
- June 2006 - Chancellor fully in-charge of University affairs
- June 2006 - Vice Presidents renamed as Vice Chancellors
- June 2006 - Blessing of new building for the welding refresher courses in METC
- October 20, 2006 - UC inked memorandum of agreement (MOA) with Iino Maritime Services Co. Ltd., (IMS), Pobar Marine Services, Inc. (PSMI) to bestow select UC Maritime students with scholarship grants
- December 8, 2006 - Blessing of the new building in UC-LM
- January 18, 2007 - UC formalized partnership with Professional Review and Training Center (PRTC) to provide CPA review classes for Cebuanos
- March 3, 2007 - UC President Augusto W. Go was chosen as an outstanding individual in the field of Education
- March 3, 2007 - UC was hailed as an outstanding institution by the Cebu City Government during the 70<sup>th</sup> Cebu City Charter Day Celebration
- April 12, 2007 - PACU-COA granted Candidate Status for College of Commerce
- May 25-26, 2007 - UC administrators, deans, and department heads gathered in UCLM for Leaders Work-out to develop the UC Balanced Score Card and finalized the three-year strategy with yearly blueprint and milestones
- May 30, 2007 - Conferment of the degree, Doctor of Business Management and Entrepreneurship, *Honoris*

- Causa* on Dr. Emilio T. Yap
- June, 2007 - METC launched the Bridging Program for Mechanical and Electrical Engineering graduates
  - UC acquired the Poseidon Navigation Simulator for UCLM's Maritime college
  - June 6, 2007 - UCLM was granted the Certificate of Program Registration by Technical Education and Skills Development Authority (TESDA) for the BSIT and BSHRM courses on the different National Competencies
  - June 22, 2007 - UC inked the MOA with FastTrack Solutions, Inc. for the introduction of the SAP Business One in the College of Commerce and Accountancy curriculum of UC-Banilad, UC-LM, and UC-Main campuses
  - June 29, 2007 - Conferment of the degree, Doctor of Laws, *Honoris Causa*, on His Excellency Axel Weishaupt
  - August 9, 2007 - Philippine Welding Research and Development Society (PWRDS) renewed agreement for another term
  - August 21, 2007 - 96 BSHRM freshmen of UCLM granted PGMA Ladderized Education Program (LEP) scholarship
  - October 7, 2007 - Conferment of the degree, Doctor of Laws, *Honoris Causa*, on Associate Justice Renato Corona
  - January 7, 2008 - TESDA awarded Atty. Augusto W. Go with a plaque for his support of the government agency's Technical Vocational Education and Training (TVET) programs
  - January 11, 2008 - UC awarded PhP 175,000.00 by ATEP Board/NSA for the Automated Identification System (AIS) in UC-METC
  - January 17, 2008 - International Maritime Employers Committee (IMEC) and UC signed in Manila the MOA for scholarship grants starting SY 2008-2009



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|-------------------------------|--|
| February 26,<br>2008          | - UC-METC was recognized to conduct courses under the requirements of the International Convention on Standards of Training Certification and Watch-keeping for Seafarers (STCWs) of 1978, as amended in 1995 and 1997 by Panama Maritime Authority                            |
| February 27-<br>March 1, 2008 | - UC-METC was granted PACU-COA Level II Third Reaccreditation Status for the Marine Transportation and Marine Engineering programs   |
| March 15, 2008                | - Conferment of the degree, Doctor of Laws, <i>Honoris Causa</i> , on Chief Justice Renato Puno  |
| June 8, 2008                  | - Start of the Inter-orient Navigation Company (INC) Scholarship Program for Marine Transportation and Marine Engineering  |
| June 10, 2008                 | - Blessing and inauguration of the IMEC Office and Resource Center<br>- Start of the IMEC Scholarship Program for Marine Engineering and Marine Transportation   |
| June 10, 2008                 | - UC-METC Maritime Academy and UC-METC Training Center was awarded the DND Standard for Certification of Maritime Academies, valid until February 5, 2013  |
| June 23, 2008                 | - UC-METC was Certified ISO 9001:2000 by Det Norske Veritas (DNV), valid until June 26, 2011   |
| October 8, 2008               | - UC-METC was awarded Danish Certificate of Recognition of their Philippine Certificate of Competency by Danish Maritime Authority   |
| October 8, 2008               | - Danish Maritime Authority recognized UC-METC as one of the four institutions in the Philippines to be continually exempted from the general requirements of passing an operational test and interview in applying for a Danish Certificate of Recognition in the Philippines |
| November 8,<br>2008           | - UC-METC received PGCert Programme, sponsored by International Maritime Training  |

- Trust (IMTT) and in partnership with Sothamton Solent University (WMC)
- December 12, 2008 - Awarded as Outstanding Maritime School by United Filipino Seafarers and the Editorial Board of *Tinig ng Marino*
  - January 2009 - The new program, Associate in Computer Technology major in Animation was approved and opened on June 2009
  - March 5, 2009 - Atty. Augusto W. Go was awarded as Valuable Filipino in Education given by the *Perlas Award* through the Philippine Foundation, Inc.
  - April 2009 - UC-Main Mechanical Engineering produced three top notch engineers: Engr. Joseph Mayormita in first place, Engr. Iron Plando in second, and Engr. Jacinto Fajardo Jr. in fourth
  - May 18, 2009 - UC-METC awarded as First Mobile Assessment Center
  - May 2009 - UC produced its first top notch accountant in Jerameal Villaber when he landed eighth place in the Certified Public Accountants' Board Exam
  - July 2, 2009 - Paul John Gesta, a BSBA graduate of UC-Banilad, became one of the Ten Outstanding Students in the Philippines (TOSP). He was awarded by President Gloria Macapagal-Arroyo in Malacañang Palace
  - July 2009 - Edilyn Lopez, a BS Tourism student of UC-Banilad, was awarded as the Best University Student of 2009 in the Asia-Pacific University Students Gangwon Forum held in Gangwon, South Korea
  - September 9-19, 2009 - UC Dance Company represented the Philippines, through the Department of Tourism in the 12<sup>th</sup> Busan International Trade Fair and Exhibition. The troupe won the Best Folkloric Performance Award besting 47 other participating countries in the exhibit
  - November 16, - UC-METC received Institutional Plaque of

- 2009 Recognition from the Philippine Dangerous Drugs Board for conducting a seminar-symposia on Drug Abuse Prevention and Control for students and faculties from Philippines Dangerous Drugs Board
- November 26, 2009 - Contract signing between UC and DNV Sea Skills Project, Singapore
- January 2010 - UC and IBM formally entered into a partnership with the Earn as You Learn Program (EAYL). The scholarship program is patterned after the same project with IBM and University of Balarrat in Australia
- June 2010 - UC-Main and UC-LM unveiled the newly refurbished and remodeled mini hotel of the College of HRM in both campuses
- June 1, 2010 - IMEC-UC MOA Signing for the third batch of cadets
- September 2010 - Marven Abello Pierra ranked eighth place in the Licensure Examination for Teachers
- September 25-29 2010 - UC Dance Company represented the Philippines in the International Guangdong World Tourism and Cultural Festival in Guang Zhou, China
- January 10, 2011 - UC-METC and UC-LM were awarded the certificate of Declaration of Maritime Training Performance after the Benchmarking Assessment of the DNV Sea Skill's Technical Report Benchmarking Maritime Training Centres (No. 3308 v.2)
- January 21, 2011 - Bachelors of Science in Marine Transportation and Marine Engineering courses of UC-METC and UC-LM were reviewed and found to be in compliance with the DNV Standard for Certification of Learning Programmes. Each course was awarded the DNV Training Course Certificate
- March 18 , 2011 - Conferment of the degree, Honorary Doctor of Laws on Chief Justice Emeritus Robert J. Torres

- of the Supreme Court of Guam during the commencement exercise of UC-Banilad held at the Cebu International Convention Center
- April 14, 2011 - The Atty. Augusto W. Go Outstanding Achievement Awards was awarded to the following: Paolo Martin Saberon for student governance and leadership, Trexie Epis for campus journalism, Society of Future Educators and Administrators (SOFEA) for community service, Lindley Fran Navaja for athletics and human kinetics, and Tracy Mabal for culture and the arts
  - April 29-May 2, 2011 - UC Dance Company represented the Cebu Province in the Ha Long Festival held in Ha Long City, Quang Nihn Province, Vietnam
  - April 2, 2011 - HRM department was endorsed for certification to the Federation of Accrediting Agencies of the Philippines for Level II Fourth Reaccreditation Status for the period May 2011-May 2016 for having satisfactorily met the standards and fulfilled all the requirements of the PACU-COA
  - June 2011 - UC in partnership with the Australian Trade Training College (ATTC) offers international diploma in HRM, particularly, in Commercial Cookery Level 3. Students earn an international diploma without going abroad
  - UC HRM sends the first batch of six (6) HRM practicumers to the United States of America for their on-the-job-training
  - UC Main opened the course Industrial Engineering
  - June 23, 2011 - Inauguration and blessing of the new I-Building extension and the new Mock Bridge Investiture of the 4<sup>th</sup> Batch of IMEC Scholars into the program
  - September 17-18, 2011 - Erving John Reyes Pedroso placed fourth place in the Marine Engineering Board Examination

- September 28-29, 2011 - Engr. Lhoven Larrobis garnered the eighth place in the Mechanical Engineering Board Examination
- September 28-30, 2011 - UC College of Law Mooting Team won grand slam in the National Moot Court Competition held at Ateneo de Manila University from September 28-30, 2011. UC is the only law school in the history of Moot Court Competition to win grand slam, sweeping all major awards and besting 16 other law schools in the country. The members of the team include Virgil Vallecera as Best Oralist in the final and general rounds, Manuel Elijah Sarausad as Second Best Oralist, Atty. Cheryl Cabutihan as coach, as well as Gibran Abubakar, Merachelle Borracho, Christopher John Menguito, Kara Mae Noveda, Fellain Ann Marquez and Monique Paloma as legal researchers
- March 2012 - Jan Frelyn Oco Paalisbo ranked tenth place in the Licensure Examination for Teachers
- March 8-10, 2012 - UC College of Law Mooting Team ranked third place in the International Moot Competition on International Humanitarian Law in Hongkong. The team competed against 20 law schools from different countries in the Asia Pacific region

## **C. UNIVERSITY HYMN**

‘Mid these fair Visayan isles,  
‘Neath these azure blue skies,  
Stands UC, our beloved,  
Lofty in all her glory.

Sparks of wisdom, hope, and joy  
Always kindling in our hearts,  
Thy precious name, thy glorious fame  
Will shine through all eternity.

Thy name shall ever be our guide,  
Thy light, our inspiration,  
Keep up the light a glowing bright  
To thy portals, dear Alma Mater.

Hail! Praises be to thee,  
Onward show us the way,  
Faithful and true, we’ll always be  
To thee, our Alma Mater dear.

# ACKNOWLEDGEMENT

This is to acknowledge that I have read the contents of this student manual. As a student of the University, I shall strive to act in a manner that reinforces the values of this institution. I further promise to abide by and comply with the University's guiding principles as well as its policies, rules, and regulations.

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Student's Printed Name

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Student's Full Signature

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School Year

Course

Year