Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City
Tel Nos.: (043) 980-0385 loc. 1546/1122 Telefax: (043) 723-0339
Email Address: batstateupresident@gmail.com Website Address: http://www.batstate-u.edu.ph

EXCERPT FROM THE MINUTES OF THE FIFTY-SECOND (52nd) REGULAR MEETING OF THE BATANGAS STATE UNIVERSITY BOARD OF REGENTS HELD AT CHED EXECUTIVE LOUNGE, HEDC BUILDING, C.P. GARCIA AVENUE, U.P. DILIMAN, QUEZON CITY ON DECEMBER 28, 2016 AT 3:00 PM

PRESENT:

HON. ALEX B. BRILLANTES, JR. CHED Commissioner	-	Chairman
HON. TIRSO A. RONQUILLO University President	-	Vice-Chairman
HON. LUIS G. BANUA Director, NEDA, R.O.IV-A	-	Member
HON. ALEXANDER R. MADRIGAL Director, DOST R.O. IV-A	-	Member
HON. FAUSTINO RICARDO G. CAEDO Private Sector Representative	-	Member
HON. AMANDO A. PLATA Alumni Regent	-	Member
HON. GEORGE P. COMPASIVO Faculty Regent	-	Member
HON. JOEY C. ESPINO Student Regent	-	Member
PROF. ENRICO M. DALANGIN Board and University Secretary	-	Head Secretariat

OTHERS PRESENT:

MS. MICAH ALEYAH A. ACUZAR	-	Technical Staff
MR. ARISTEO G. DIMASACAT	-	Technical Staff
MS. LOUWELYN A. LUISTRO	-	Technical Staff

Res. No. 553, S. 2016

WHEREAS, the Policies and Procedures for Student Affairs and Services of the Batangas State University have undergone series of evaluation;

WHEREAS, one of these policies is the Policies and Procedures of the Office of the Student Discipline;

WHEREAS, the Director for Student Affairs and Services together with the Assistant Director for Student Discipline, presented the Policies and Procedures of the Office of the Student Discipline before the Academic Council of the University and was duly approved through Res. No. 12-03, s. 2016, after thorough discussion and deliberation;

WHEREAS, the same was presented by the Student Regent to the Finance Committee of the Board of Regents during its meeting held December 19, 2016 and was approved for endorsement to the Board through Res. No. 280, s. 2016;

CERTIFIED TRUE COPY OF THE ORIGINAL
ENRICO M. DALANGIN
Secretary of the University and the Board of Regents
Date: 27.04.17

Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City
Tel Nos.: (043) 980-0385 loc. 1546/1122 Telefax: (043) 723-0339
Email Address: batstateupresident@gmail.com Website Address: http://www.batstate-u.edu.ph

WHEREAS, the Board during its 52nd Regular Meeting, accepted the endorsement of the Finance Committee;

NOW, THEREFORE, in view of the foregoing premises, the Board approved, as it is hereby approved the Policies and Procedures of the Office of the Student Discipline.

Attached and made as an integral part of this resolution is the copy of the policy.

APPROVED.

Certified Correct:

Prof. ENRICO M. DALANGIN
Board and University Secretary

CERTIFIED TRUE COPY OF THE ORIGINAL
ENRICO M. DALANGIN
Secretary of the University and the Board of Regents
Date: 27. VII. 17

Republic of the Philippines
BATANGAS STATE UNIVERSITY
Batangas City

POLICIES AND PROCEDURES OF THE OFFICE OF STUDENT DISCIPLINE

Lifted from the BSU University Student Handbook as amended on May 14, 2009 under Resolution No. 198 series of 2009 during the 22nd regular meeting of the Batangas State University Board of Regents held at SLSU, Lucban, Quezon, the following guidelines for the Office of Student Discipline of Batangas State University are hereby promulgated for the information, guidance, and compliance of all the students of Batangas State University.

ARTICLE I
POLICY STATEMENT

Section 1. It is the policy of Batangas State University that upon admission to the University, the student agrees to abide by the policies, rules and regulations and to accept responsibilities towards all members of the University Community.

Section 2. The Office of Student Discipline is anchored on the principle of self-respect, acceptance of legitimate authority, and respect for the rights of others and nurtures a strong sense of self-discipline in the student to provide peace and harmony, unity and cooperation necessary in a healthy school environment.

ARTICLE II
SCOPE AND COVERAGE

Section 3. The Norms and Conduct for College Students (NCSS) set herein shall not only be valid for college students, but also for the students of College of Law and the Graduate School where applicable. This also covers the students who are undergoing local On-the-Job Training (OJT) program and Student Internship Abroad Program (SIAP).

Section 3.1 The Norms and Conduct for Laboratory School (NCLS) shall apply to high school students and elementary pupils.

ARTICLE III
DEFINITION OF TERMS

Section 4. The following terms were defined for better understanding of the policy.

- **Academic freedom** – This is the freedom of faculty members to teach and learn and students to learn, or to express their ideas in school or to search for truth and conduct research, subject to the norms and standards of scholarly inquiry, without unreasonable institutional restrictions or unjustifiable interference from authority.

- **Co-curricular activities** – These are the programs and activities which may be associated with the curriculum, but no academic credit, and may or may not take place during regular class time.

- **Corporate Attire –** This refers to the uniform that conforms to the student's field of specialization, usually used by the 3rd and 4th year students.

- **Disciplinary Probation** – This refers to the exclusion from participation in *school privileges* for a specified length of time which is set forth in the Memorandum of Disciplinary Action (MDA).

CERTIFIED TRUE COPY OF THE ORIGINAL
ENRICO M. DALANGIN
Secretary of the University and the Board of Regents
Date: 27. VII. 17

- **Disciplinary Proceeding** - The due process such as: clear notice of charges in unambiguous and comprehensible language; enough time given to answer the charges; right to receive all pieces of evidence against him/her; right to face the accuser/s and witnesses and counter present pieces of evidence/witnesses; right to counsel choosing from any faculty or school official or legal counsel; right to the presence of parent or guardian.

- **Dismissal (aka *exclusion*)** – This is the immediate removal of the undesirable student from the University rolls, hence he/she is prevented from finishing the current term/semester and will not be re-admitted.

- **Expulsion** – This refers to the extreme administrative sanction excluding offending students from public and private schools.

- **Extracurricular activities** - programs and activities which are not part of the academic curriculum, do not take place during regular class time, and without any academic credit.

- **Flashy Hair cut/style** - This refers to the unusual hairstyle/cut.

- **Loud Hair Color** - This refers to the color of the hair other than the natural hair color.

- **Major offense** - This refers to the grave infractions of University rules and regulations which warrant a sanction of suspension, non-readmission, re-admission probation, dismissal or expulsion. It shall be handled by the Campus Student Discipline Board (CDB), or University Discipline Board (UDB).

- **Memorandum of Disciplinary Action (MDA)** - This refers to the memorandum issued to students who committed minor or major offense.

- **Minor offense** - This refers to the light violations of rules and regulations that call for sanctions of no entry, written warning, written reprimand, one to two-day suspension, or disciplinary probation. It shall be handled by the Local Student Discipline Board (LDB).

- **Non-readmission** – This refers to the removal of the undesirable student from the University rolls in the immediate semester or term following disciplinary action, hence he/she is not prevented from finishing the current term or semester but will not be re-admitted.

- **Plagiarism** – This refers to the "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work" (*1995Random House Compact Unabridged Dictionary*).

- **Preventive suspension** – This refers to the suspension in a number of days without first complying with academic due process in student disciplinary cases in order to avert the disruption of normal University operations because of the incident or to protect the student respondent from acts of vindictiveness by the offended party (and vice-versa).

- **Public display of affection (PDA)** - Actions, attitude or behavior which manifest indecency or vulgarity.

- **Re-admission Probation** – This refers to the condition that the student is admitted for the next semester on the condition that any major offense committed during that period shall mean outright dismissal.

- **School Privileges** – This refers to the privileges in the University enjoyed by the student other than academic rights such as: participation to co-curricular activities, extra-

CERTIFIED TRUE COPY OF THE ORIGINAL
ENRICO M. DALANGIN
Secretary of the University and the Board of Regents
Date: 27 VIII 17

curricular activities, varsity sports events, cultural presentations; membership to specific student organizations; holding of leadership positions either in student organizations, student government; receiving of scholarship and/or financial assistance.

- **Student Grievance Board (SGB)** – This refers to the five-man board appointed by the VPAA tasked to investigate the complaints of the students to any member of the University community.

- **Students on vehicles –** This refers to the students who come to school with their cars or motorcycles personally driven by the students themselves, or the students who come to school with the cars driven by their parents/relatives/family drivers.

- **University authority** – This refers to the administration officials, faculty members, security personnel, other officials/officers of colleges/departments/offices.

- **University community** – This refers to the administration officials, faculty members, co-academic and non-academic staff, security personnel, students, visitors, employees and all other categories of workforce in the university.

- **University premises** – This refers to the bounded property, land, including buildings and their appurtenances.

- **Written warning -** A formal notice to the student, that continuation or repetition of the specified conduct may be a cause for other disciplinary actions.

- **Written reprimand -** A severe form of formal rebuke and final warning that continued transgression of the rules shall be subjected to a higher form of penalty.

- **OSAS** - Office of Student Affairs and Services

- **OSD** - Office of Student Discipline

- **OGC** - Office of Guidance and Counseling

- **OJT** - On-the-Job training

- **SOA** - Student Organizations and Activities

ARTICLE IV
RESPONSIBILITIES OF OFFICIALS/PERSONNEL

Section 5. Assistant Director, Office of Student Discipline. Under the jurisdiction and supervision of the Director of the Office of Student Affairs and Services, the Assistant Director for Office of Student Discipline shall be responsible for assisting the Director in coordinating and directing all unit offices of student discipline in all the ten campuses of the University. More specifically, the Assistant Director of the Student Discipline shall:

5.1 Oversee the management of local policies on student formation in the entire University.
5.2 Enforce all rules and regulations of the University as well as the Commission on Higher Education (CHED) with respect to the students" general conduct, behavior and discipline.
5.3 Monitor the dissemination of the Norms of Conduct for College Students (NCCS) of the University and coordinate with the Security Personnel in the proper implementation of the NCCS.

CERTIFIED TRUE COPY OF THE ORIGINAL
ENRICO M. DALANGIN
Secretary of the University and the Board of Regents
Date: 27.VII.17

5.4 Conduct programs and activities in relation with the Norms of Conduct for Students to enhance the students' comprehension and understanding.
5.5 Inform and/or dialogue with the parents about the Norms of Conduct for Students through the PTA or PTCA.
5.6 Receive and accept the complaint/s of any aggrieved party whenever norms of discipline are contravened by any student/s.
5.7 Coordinate with or assist the Discipline Board with regard to the investigation of cases of students accused of breach of discipline.
5.8 Coordinate with the Student Organization and Activities(SOA) and Office of Guidance and Counseling(OGC) to identify and implement programs on preventive measures that will deter violation of rules on discipline
5.9 Coordinate with the Student Grievance Board (SGB) in the formal investigation or hearing of any member of the University community whenever a formal grievance complaint is filed by any student.
5.10 Review and evaluate regularly the Student Handbook, especially the Norms of Conduct for Students, in cooperation with the Supreme Student Councils of every campus.
5.11 Perform other related tasks as required by higher authority.

Section 6. Head, OSD (Campus/District). Under the jurisdiction and supervision of the Director of the Office of Student Affairs and Services (OSAS) and the Assistant Director for Office of Student Discipline (OSD), the Head shall be responsible for assisting the Director and Assistant Director, in coordinating and directing all unit offices of student discipline in the respective campus. The jurisdiction of the Head is only within its campus.

More specifically, the Head shall:

6.1 Disseminate extensively the Norms and Conduct for College Students (NCCS) to all the members of the University community in the campus. In campuses where there are no OSD coordinators, the Head of OSD per campus shall oversee and monitor the said dissemination in the campus.
6.2 Monitor the over-all implementation of the rules and regulations of the University as stipulated in the Norms and Conduct for College Students (NCCS).
6.3 Assist the OSD Coordinator in implementing the order of discipline sanction to any student/s found guilty of violating the Norms of Conduct for College Students (NCCS).
6.4 Coordinate with the Head of SOA and OGC to identify and implement programs on preventive measures that will deter violation of rules on discipline.
6.5 Take action on recommendations by coordinators/in charge whenever norms of discipline are contravened by any student/s.
6.6 As needed, coordinate with the Student Grievance Board in the formal investigation or hearing of any member of the university community whenever a formal grievance complaint is filed by the students.
6.7 Supervise directly the college discipline officers and offices.
6.8 Serve as the chief discipline officer of the campus and a member of the 5-man Campus Discipline Board.
6.9 Sign the notice of suspension of students in the respective campus.
6.10 Inspect postings/announcements/up-dates of the OSD bulletin board.
6.11 Perform other related tasks as required by higher authority.

Section 7. OSD Coordinator. Under the jurisdiction and supervision of the OSD Head, the Coordinator/In-charge shall be responsible for coordinating with the other offices in implementing/imposing discipline to students in the respective college/department. More specifically, the OSD Coordinator shall:

7.1 Disseminate extensively the Norms and Conduct for College Students (NCCS) to all the students of the college/department.

CERTIFIED TRUE COPY OF THE ORIGINAL
ENRICO M. DALANGIN
Secretary of the University and the Board of Regents
Date: 27.VII.17

7.2 Coordinate with the SOA Coordinator and College Guidance facilitator to identify and implement programs on preventive measures that will deter violation of rules on discipline.
7.3 Take action on referrals by the faculty members/employees/students whenever norms of discipline are contravened by any student/s.
7.4 Serve as the chief discipline officer of the college and a member of the 3-man Local Discipline Board.
7.5 Inform the parents concerned regarding disciplinary cases of students.
7.6 Issue Written Warning, Written Reprimand and Letter of Suspension of students.
7.7 Perform other related tasks as required by higher authority.

It is understood that the provisions under this section shall only apply to campuses having an OSD Coordinator.

ARTICLE V
POLICIES AND PROCEDURES ON STUDENT DISCIPLINE

Section 8. Attendance. At the start of each term, the student shall present her/his registration form to the class instructor before she/he be allowed to attend any class session. A student must observe the following:

8.1 Punctuality
8.2 Regular attendance to classes.
8.2.1 Total unexcused absences shall not exceed 10% of the maximum number of hours required per subject per semester (or per summer term). A semester has 18 weeks. For example, a semestral subject with:
✓ 3 units (3 hrs lec), 10% x 3 x 18 = 5.4 hrs or 6 hrs.
✓ 3 units (2 hrs lec, 3 hrs lab), 10% x 5 x 18 = 9 hrs.
✓ 5 units (3 hrs lec, 6 hrs lab), 10% x 9 x 18 = 16.2 hrs or 16 hrs.
8.2.2 Total unexcused absences shall not exceed 10% of the maximum number of hours.
8.2.2.1 Students exceeding the allowable maximum number of hours of absences before Midterm Examination, as officially scheduled in the University calendar, shall be dropped from the class roll. They shall be given a failing grade if such absences are incurred after the Midterm exam.
8.2.2.2 A student who had been absent shall present to the instructors concerned an admission slip secured from the Office of Guidance and Counseling (OGC), either of the Campus or of the College.
8.3 Students are not excused from complying with the missed requirements during their absence.
8.4 Tardiness of students is not tolerated. Students who arrive in class ten minutes late in one- to three-hour classes and fifteen minutes late beyond three-hour classes are considered tardy.
8.5 Four (4) instances of tardiness of students are equivalent to one absence.
8.6 Students who report in class after the given time mentioned in item # 8.5 are considered absent.
8.7 The student who has accumulated four (4) times of tardiness in a class is required to report to the OGC.
8.8 In case the instructor is not yet around at the beginning of the period, students shall not leave the room until after the first 10 minutes for classes held one to three hours; and until after the first 15 minutes for classes held more than 3 hours. In every class, the instructor shall designate the class president or a class leader responsible for the decorum or behavior of the class during waiting time. The class president/leader should report any untoward incident to the Dean.
8.9 Students who cut classes will be considered absent. The instructor shall report the matter to the OGC and/or Office of Student Discipline (OSD) for possible violation of item # 12.1.1 after proper determination.

CERTIFIED TRUE COPY OF THE ORIGINAL
ENRICO M. DALANGIN
Secretary of the University and the Board of Regents
Date: 27 VII 17

8.10 The following are the instances in determining if the absence of the student is excused.

8.10.1 When she/he represents the University in any off-campus/in-campus activities duly authorized by the University President or her/his authorized representative.

8.10.2 Occurrence of illness, accidents, death in the family or calamities. In any case, presentation of a corresponding certification is required.

8.11 Absences incurred by students for enrolling late shall be determined or evaluated by the Dean or her/his duly authorized representative.

8.12 Notice of excused absence shall be secured from the OSD, SOA, or OGC whichever is applicable.

8.13 A student who has incurred half the total number of unexcused absences shall be warned by the Instructor for the consequence/s.

8.14 The Dean is authorized to adjudicate all problems arising from absences of students from their regular scheduled classes.

Section 9. ID Requirement

9.1 An official Identification (ID) Card shall be issued to every student of the University.

9.2 If the ID Card is torn, defaced or severely damaged, the student must surrender it to the SOA. A Gate Pass shall be issued until the issuance of the new ID card.

9.3 In case the ID card is lost, the student should immediately report the matter to the SOA. The first instance of reported loss shall require an affidavit of loss.

9.4 The report of lost ID more than three (3) times in a semester may be investigated by the OSD for possible violation of Item # 10.4.

9.5 Procedures for ID replacement in cases of Items # 9.2 and # 9.3 above

9.5.1 Apply for a new ID at the SOA and secure a Gate Pass.

9.5.2 Proceed to the Cashier's Office and pay for the corresponding fee for ID replacement.

9.5.3 Proceed to the Encoding Office for picture taking.

9.6 Any University personnel who lost a student ID while in her/his custody shall be liable for the payment of its replacement.

9.7 Any student issued with a Gate Pass should always bring her/his Registration form every time she or he enters the University.

9.8 The ID shall be validated every semester upon enrolment.

Section 10. Proper Uniform, Dress Code, and Related Rules/Regulations

10.1 The students must wear clothes that should adhere to the conventions of decency and good grooming during wash day. It is compulsory for all students to wear the prescribed University uniform during the first and second semesters

- ✓ from Monday to Friday except on wash day,
- ✓ on special occasions as may be required, and
- ✓ on Saturdays considered as regular school days.

10.1.1 It may be waived during enrolment period and during summer terms.

10.1.2 The prescribed University uniform being waived does not mean item #10.7is also waived.

10.2 The prescribed uniform for Male Students:

10.2.1 Plain white polo with BatStateU water marked design and BatStateU pin on the left collar

10.2.2 Plain white undershirt

10.2.3 Dark green pants

10.2.4 Black leather shoes with black socks

10.3 The prescribed uniform for Female Students.

10.3.1 White short sleeved blouse with BatStateU water marked design and BatStateU pin on the left collar;

10.3.2 Knee-length chequered skirt; and

10.3.3 Black closed shoes with heels.

CERTIFIED TRUE COPY OF THE ORIGINAL
ENRICO M. DALANGIN
Secretary of the University and the Board of Regents
Date: 27. VII. 17

10.4 The official Student ID card is required to be worn at all times through its ID card holder upon entry into the University.

10.5 On wash day, students can wear civilian clothes and prescribed appropriate footwear.

10.6 On Saturdays and Sundays, students with no classes but authorized to enter the campus, can wear appropriate civilian clothes and appropriate footwear.

10.7 Wearing of the following is strictly PROHIBITED inside the University.

- 10.7.1 Slippers of any material, kind or form within University premises;
- 10.7.2 Caps/hats inside the building/classroom;
- 10.7.3 Patched and/or torn pants, shirts, etc.;
- 10.7.4 Improper, vulgar, and similar offensively-designed pants, shirts, etc.;
- 10.7.5 Spaghetti-strapped, sleeveless, haltered, see-through blouses; midriffs; tube backless; plunging necklines;
- 10.7.6 Sando/sleeveless shirts;
- 10.7.7 Skirts with slits reaching the upper thighs; micro-mini skirts;
- 10.7.8 Shorts, walking shorts, short shorts;
- 10.7.9 Low waist or hip hugging pants; leggings or tights;
- 10.7.10 Heavy make-up; make-up for male;
- 10.7.11 Flashy hair style and loud hair color;
- 10.7.12 Wearing of earrings for males;
- 10.7.13 Skin tattoo with vulgar design, image and undertone; and
- 10.7.14 Cross-dressing

10.8 Male students should have proper haircut. A proper hair cut is one where the hair line does not touch the ears or the collar of polo-shirts.

10.9 PE uniforms. P.E. uniforms are allowed only during the days with scheduled P.E. class.

- 10.9.1 P.E. t-shirts can only be replaced by plain white / organization shirts after attending P.E. class. P.E. uniforms allowed in academic classes are PE T-shirts and PE Jogging pants only
- 10.9.2 Class schedule shall be presented to the guard on duty and faculty concerned by the students who will attend academic classes in P.E. uniform

10.10 NSTP uniforms.

- 10.10.1 NSTP activities (in-campus and off-campus), and NSTP classes if held during weekends, require the wearing of prescribed NSTP t-shirts, pants, rubber shoes, and socks.
- 10.10.2 NSTP authorities may include additional "Dress Code and Related Rules/Regulations" intended for its off-campus activities in order to properly exercise its mandated functions.

10.11 Corporate Attire or Other uniforms.

- 10.11.1 The students shall make a letter of request addressed to the Executive Director.
- 10.11.2 Attached to the request letter are the sketch/description, cost, corresponding shoes and other details about the uniform. For the female, the skirt or the dress shall be knee-length.
- 10.11.3 For the male, the pants shall be the regular cut of the slacks.
- 10.11.4 A name plate and/or the prescribed school ID shall still be used.
- 10.11.5 The corporate attire shall be worn on the 1st and 3rd Wednesday of the month.
- 10.11.6 The letter will be noted by the Program Chair, OSD Coordinator/Head and should be recommended for approval of the Dean.

10.12 Non-wearing of the prescribed uniform. Non-wearing of the prescribed uniform may be allowed on the following instances:

- 10.12.1 Classes with fieldwork or workshop;
- 10.12.2 Classes that require prolonged standing (such as architectural drafting classes);
- 10.12.3 Foreign students who are enrolled only on short special courses;

CERTIFIED TRUE COPY OF THE ORIGINAL
ENRICO M. DALANGIN
Secretary of the University and the Board of Regents
Date: 27. VII.17

10.12.4 Students who are pregnant;
10.12.5 Special cases, e.g. students who are temporarily incapacitated or with permanent physical disability, students who are on special training for sports/cultural events; and any analogous case;
10.12.6 Force majeure (fire, flood, other emergency situations) (Presentation of a corresponding certification from the barangay, police or any proper authorities is required);
10.12.7 Students enrolled in on-the Job Training (OJT) who enter the campus for various purposes during the training period;

10.13 Students requesting for the non-wearing of uniform must accomplish the form available at the OSD. A copy of the approved request must be furnished to the guard-on-duty.

10.14 Only vehicles with stickers are allowed to enter the campus.
10.14.1 Students entering the campus on vehicles are not exempted from the policy "Proper Uniform, Dress Code, and Related Rules/Regulations".
10.14.2 The immediate display of the student ID is mandatory whether the student is simply a passenger in the vehicle or the driver herself/himself.
10.14.3 The guards-on-duty may request all student passengers of the vehicle to alight for reasons of routine inspection of uniforms.
10.14.4 The student driver/ driver must observe the SLOW DOWN Policy with the speed limit of 10 KPH.
10.14.5 The student driver/driver must not make any form of class disturbances such as excessive noise, loud music, blowing of horn

10.15 Code of Conduct. To ensure discipline, the students are expected to:
10.15.1 Follow and cooperate in ordinary classroom procedures.
10.15.2 Avoid boisterous conduct, whistling, shouting, or any action that tend to distract other students from on-going activities in class.
10.15.3 Show respect to everyone in school.
10.15.4 Observe the "Clean as You Go Policy" in all areas of the university premise.
10.15.5 Observe the "Keep Right Policy" in walking along the stairs and other pathways.
10.15.6 Keep off the feet on furniture and walls.
10.15.7 Equipment should be handled with care.
10.15.8 Show proper ethics toward one another inside the campus.
10.15.9 Scandalous display of intimacy at any place inside or outside the campus, especially while still in school uniform is strictly prohibited.
10.15.10 Students should be polite at all times.

ARTICLE VI
OFFENSES AND SANCTIONS

Section 11. University rules and regulations on student formation are geared to maintain an orderly, efficient, and effective school environment conducive to learning. The following directives of discipline are measures which shall be imposed to erring students.

Section 12. Minor Offenses are light violations of rules and regulations that call for sanctions of no entry, written warning, written reprimand, one- to two-day suspension, or disciplinary probation. The sanctions to be imposed would depend on instances of the act which could be First, Second, or Third. The sanction for offenses where there are properties damaged or persons injured (physically/emotionally) shall include replacement/restoration and/or restitution/ compensation and/or public apology whatever may be decided by the Discipline Board after proper determination.

As a general rule, any University official, faculty member, co-academic/non-academic staff and security personnel may warn or reprimand a misbehaving student. However, care and caution should be exercised not to violate the rights of the student.

CERTIFIED TRUE COPY OF THE ORIGINAL
ENRICO M. DALANGIN
Secretary of the University and the Board of Regents
Date: 27.VII.17

For offense 12.1.1, this sanction shall be imposed:
First offense: Written Warning
Second offense: Written Reprimand
Third offense: One-day suspension

12.1.1 Violation of the usual classroom rules and regulations, such as cutting of classes set by the instructor. The classroom instructor may not report offense #12.1.1to the OSD provided the instructor issues her/his own verbal warning or reprimand.

For offenses 12.1.2 to12.1.14, these sanctions shall be imposed:
First offense: Written Reprimand
Second offense: Written Reprimand to One-day suspension
Third offense: Two-day suspension, may include Disciplinary Probation

If offense #12.1.2 takes place at the gates, the sanction, if applicable, is NO ENTRY.

12.1.2 Violation of Section 10 (Proper Uniform, Dress Code and Related Rules/Regulations).
12.1.3 Unauthorized use of materials like chalk, board marker, board, and others inside the classrooms ,laboratory rooms, library, audio visual room, auditorium, amphitheatre, multi-faith chapel, and other function rooms.
12.1.4 Making all forms of disturbances such as excessive noise, loud use of mobile phones and other gadgets that tend to disrupt classes, meetings, the general peaceful atmosphere, and the like, of hallways, corridors, classrooms, laboratory rooms, library, audio visual room, auditorium, amphitheatre, multi-faith chapel, and other function rooms.
12.1.5 Posting, distributing or disseminating notices, posters, leaflets, broadsheets, opinionaires, questionnaires, streamers, tarpaulins without prior approval of University authorities through the OSAS (although the content is legal and not in any way vulgar, defamatory, slanderous, libelous).
12.1.6 Unauthorized removal of official notices, posters, streamers, tarpaulins; and the like.
12.1.7 Littering within University premises.
12.1.8 Smoking outside within 30-meter radius from the campus perimeter.
12.1.9 Breaking into a class or College-sponsored activities (in-campus/off-campus) without the permission of the organizer.
12.1.10 Acts of mischief and/or misbehavior during in-campus/off-campus University-sponsored activities.
12.1.11 unjust vexation or annoying/pestering any individual in the University
12.1.12 Provocation to a fight (quarrel or fistfight).
12.1.13 Public Display of Affection (PDA).
12.1.14 Failure to attend required university activities and programs.

Section13. Major offenses are grave infractions of University rules and regulations which warrant a sanction of suspension, non-readmission, re-admission probation, dismissal or expulsion. The sanctions to be imposed would depend on instances of the act which could be First, Second, or Third. If applicable, the Fourth instance will be penalized with outright dismissal.

SET A (2 items): *These sanctions shall be imposed for offenses 13.1 to 13.2:*
1st offense: Two- to three-day suspension (2-3)
2nd offense: Three- to four-day suspension (3-4)
3rd offense: Four- to five-day suspension (4-5), may include Re-admission Probation

CERTIFIED TRUE COPY OF THE ORIGINAL
ENRICO M. DALANGIN
Secretary of the University and the Board of Regents
Date: 27 VII 17

13.1 Committing more than three (3) minor offenses of any nature within a semester.

13.2 Refusal to obey legal order of a person of authority such as (but not exclusively) refusing to identify himself when asked lawfully to do so, or refusal to receive the Memorandum of Disciplinary Action (MDA).

SET B (7 items): *These sanctions shall be imposed for offenses 13.3 to 13.9:*

1st offense: Three- to five-day suspension (3-5)

2nd offense: Five- to seven-day suspension (5-7), may include Re-admission Probation

3rd offense: Seven- to nine-day suspension (7-9), may include Non-readmission

13.3 Smoking anytime within University premises.

13.4 Possession of and/or intoxication with alcoholic beverages within University premises or during any off-campus University-sponsored activities.

13.5 Entering University premises or attending off-campus University- sponsored activities in a drunken state.

13.6 Unauthorized entry to the University premises or facilities.

13.7 Unauthorized use of University facilities and properties (projectors, ICT machines, air conditioners, classrooms, laboratory rooms, gymnasium, amphitheater, auditorium, audio-visual room, multi-faith chapel, and other function rooms.

13.8 Acts which endanger the safety of any individual within University premises or during any off-campus University sponsored, and that which may cause harm to persons or cause damage to property of any member of the University community.

13.9 Possession of any gambling paraphernalia and/or engaging in any form of gambling within University premises or outside within a 50-meter radius from the campus perimeter or during any off-campus University-sponsored activities.

SET C (5 items): *These sanctions shall be imposed for offenses 13.10 to 13.14:*

1st offense: Three- to six-day suspension (3-6)

2nd offense: Six- to eight-day suspension (6-8), may include Re-admission Probation

3rd offense: Eight- to ten-day suspension (8-10), may include Non-readmission

13.10 Using the ID, registration form, examination permit, clearance form, official receipt (and other official school documents) of another student and/or lending the same for somebody else to use.

13.11 Unauthorized use of the University's name and seal/logo in connection with any activity, advertisement, merchandise or publication.

13.12 Involvement in any off-campus activity such as (but not limited to) contest, play, band, choir, conference, congress, forum, seminar/workshop, training, association, society, or group, claiming as representative of the University or any of its recognized student organizations without written authorization from the respective University authority.

13.13 Abusive behavior such as (but not limited to) use of rude language (utterances or written), offensive gestures, threatening remarks, intimidating acts, or bullying, within University premises or during any off-campus University-sponsored activities.

13.14 Membership, affiliation or mere association to organizations such as fraternities or sororities which are not duly recognized by the University.

SET D (6 items): *These sanctions shall be imposed for offenses 13.15 to 13.20:*

1st offense: Four- to eight-day suspension (4-8)

2nd offense: Eight- to ten-day suspension (8-10), may include Re-admission

CERTIFIED TRUE COPY OF THE ORIGINAL
ENRICO M. DALANGIN
Secretary of the University and the Board of Regents
Date: 27.VII.17

Probation

3rd offense: Ten- to twelve-day suspension (10-12), may include Non-readmission

13.15 Use of the internet, mobile phones and other electronic communication/media devices with an extremely malicious and morally offensive content directed specifically against any individual.

13.16 Destructive acts, due to vandalism or drunkenness or recklessness that destroy campus property or property inside the campus owned by any member of the University community.

13.17 Instigating any activity leading to: stoppage of classes; preventing students and faculty members from attending classes; hindering employees/officials from entering the University premises/offices.

13.18 Soliciting funds elsewhere without written permit or approval.

13.19 Acts that result to *slight* physical injury against any individual within the University premises or during any University-sponsored activities.

13.20 Bringing bladed objects and similar objects require written permission from concerned instructors.

SET E (5 items): *These sanctions shall be imposed for offenses 13.21 to 13.25:*

1st offense: Six- to ten-day suspension (6-10), may include Non-readmission

2nd offense: Ten- to twelve-day suspension (10-12), may include Non-readmission

3rd offense: Twelve- to fourteen-day suspension (12-14), may include Non-readmission

13.21 Stealing any personal property (money, cellphone, calculator, laptop.) owned by any member of the University community within University premises or during any off-campus University-sponsored activities.

13.22 Bribery of any nature given to any employee of the University or facilitate office transactions and the like to obtain favor.

13.23 Engaging in lewd, indecent, obscene or immoral conduct (such as necking, petting, peeping, exhibitionism, sexual solicitation, lasciviousness, etc.) within University premises or during any off-campus University-sponsored activities.

13.24 Producing, possessing, distributing, publishing, exhibiting and/or disseminating literature, films, prints, plays, shows or similar forms such as (but not limited to) pornographic materials, of all kinds and types, which are offensive to morals, contrary to law, public order, good custom, and University policies.

13.25 Making, publishing or circulating defamatory information, in any form, means or kind, about the University, and any member of the University community with an extremely libelous, defamatory, seditious content.

SET F (3 items): *These sanctions shall be imposed for offenses 13.26 to 13.28:*

1st offense: Eight- to twelve-day suspension (8-12), may include Non-readmission

2nd offense: Twelve- fourteen-day suspension (12-14), may include Non-readmission

3rd offense: Fourteen- to sixteen-day suspension (14-16), may include Non-readmission

13.26 Acts that cause *serious* physical injury which may include damage to property, such as dangerous driving of vehicles inside the campus or participation in brawls or physical assault against any individual, within University premises or during any off-campus University-sponsored activities.

CERTIFIED TRUE COPY OF THE ORIGINAL
ENRICO M. DALANGIN
Secretary of the University and the Board of Regents
Date: 27. VII.17

13.27 Furnishing false or fraudulent information to the University in connection with official documents he/she submits or with any official investigation or fact-finding activities; and/or submission of fake or spurious document as an academic requirement and/or forgery, alteration or misuse of University documents, records or credentials.

13.28 Acts that bring into disrepute the name of the University.

SET G (3 items): *These sanctions shall be imposed for offenses 13.29 to13.31:*

1st offense: Ten- to fourteen-day suspension (10-14), may include Non-readmission

2nd offense: Fifteen- to seventeen-day suspension (15-17), may include Non-readmission

3rd offense: Eighteen- to twenty-day suspension (18-20), may include Non-readmission

13.29 Student protests whose distinctive character is intimidation, obstruction and/or destruction.

13.30 Hooliganism or other serious acts of willful destruction of assets and properties owned by the University.

13.31 Burglary, robbery or other serious acts of thievery of any property owned by the University or property inside the campus owned by any member of the University community.

SET H (3 items): *These sanctions shall be imposed for offenses 13.32 to 13.34:*

1st offense: Ten- to twenty -day suspension (10-20), may include Non-readmission

2nd offense: Twenty-one- to thirty-day suspension (21-30), may include Non-readmission

3rd offense: Dismissal and/or Expulsion

13.32 Involvement in hazing (even outside the jurisdiction of the University) which is an initiation rite used as a prerequisite for admission in a fraternity, sorority or organization by placing the applicant, recruit or neophyte, either by force or deception, in humiliating situations or subjecting him/her to psychological suffering or physical injury.

13.33 Possession, illegal use, selling and/or distribution of dangerous drugs or prohibited chemicals/substances and their derivatives, including but not limited to narcotic elements such as marijuana, heroin, cocaine, opium, morphine, amphetamine-based drugs within University premises or during any off-campus University-sponsored activities.

13.34 Unlawful possession of firearms, explosives, incendiary devices, chemical or biological substances, or other various deadly weapons, within University premises or during any off-campus University-sponsored activities.

SET I (3 items): *These sanctions shall be imposed for offenses 13.35 to13.37:*

1st offense: Twenty- to thirty-day suspension (20-30), may include Non-readmission

2nd offense: Dismissal and/or Expulsion

Note: For these offenses, the student may be immediately placed under preventive suspension during the pendency of the disciplinary proceedings against him/her.

13.35 Serious threat on someone else's life and/or property.

13.36 Acts that constitute high crime, whether attempted or consummated, such as (but not limited to) prostitution, rape, arson, etc., within University premises or during any off-campus University-sponsored activities.

13.37 Conviction of a criminal offense before any court of law involving moral

CERTIFIED TRUE COPY OF THE ORIGINAL
ENRICO M. DALANGIN
Secretary of the University and the Board of Regents
Date: 27.VII.17

turpitude against any person or property other than through reckless imprudence.

Section 14. Academic dishonesty or cheating during examination:

For offenses 14.1 to 14.14, these sanctions shall be imposed:
1st offense: Grade of zero (0) in the test/exam/requirement and one-day (1) suspension
2nd offense: Failure in the subject or Failure in the academic requirement and three-day (3) suspension
3rd offense: Failure in the subject or Failure in the academic requirement and Non-readmission

14.1 Use of mobile phones during examinations.
14.2 Talking with one another during examinations.
14.3 Assisting or dictating answers to fellow examinees.
14.4 Possession or passing of lecture notes or any materials during examination.
14.5 Receiving information related to the exam from outside the examination room.
14.6 Facilitating/aiding in the dissemination of leakage.
14.7 Buying or selling of test questionnaires/papers or any portion thereof.
14.8 Copying from or allowing another to copy from one's examination paper.
14.9 Use of improvised or covert means/devices to carry out a cheating act during examination.
14.10 Having somebody else to take the examination in his/her behalf.
14.11 Passing as one's work any assigned report, case analysis, reaction paper, experiment report, laboratory report, research homework, term paper, thesis, projects, and the like when copied from another.
14.12 Asking another person to attend symposium, seminar, and exams in his /her behalf.
14.13 Plagiarism in connection with any academic work.
14.14 Misdeeds "caught in the act" or reported by the faculty, student or any member of the University community which may be determined by the OSD or Discipline Board as academic dishonesty after due process.

For offense 14.15, this sanction shall be imposed:
Any *instance* of offense: Four-day (4) day suspension to Non readmission
14.15 Aiding or abetting a cheating act when she/he is not a member of the class.

ARTICLE VII
MISCELLANEOUS NOTES/PROVISIONS

Section 15. Supplementary to offenses/sanctions.
15.1 The OSD, Discipline Board or University authorities shall have the power to determine whether or not offenses not mentioned in this document shall be considered minor or major.
15.2 Sanctions to be imposed on offenses not covered in this document shall be recommended by the OSD or Discipline Board to the VPAA without prejudice to the rights of students to due process.
15.3 The sanction for offenses where there are properties damaged or persons injured (physically or emotionally) shall include replacement/restoration and/or restitution/compensation without prejudice to other sanctions under this policy under Art. VI.
15.4 The sanction for offenses when there are stolen properties not returned or when returned have been substantially damaged or when money itself is stolen shall include replacement/restoration and/or restitution/compensation without prejudice to other sanctions under this policy under Art. VI.
15.5 If applicable, students who have been sanctioned or undergone disciplinary action

CERTIFIED TRUE COPY OF THE ORIGINAL
ENRICO M. DALANGIN
Secretary of the University and the Board of Regents
Date: 27. VII. 17

may be required to issue a written public apology.

15.6 Violation of rules and regulations promulgated by the Commission on Higher Education (CHED) duly implemented by the University shall be evaluated based on #12.1.1 above.

15.7 Commission of any two major offenses within a semester/term shall place the sanctioned student (if applicable) on a Re-admission Probation status for the next semester/term.

15.8 Students who are currently serving major disciplinary sanction and are qualified to receive honors/awards (academic, leadership, etc.) shall have the honors/awards forfeited/withdrawn/ annulled/rescinded.

15.9 Upon request of the office concerned, the OSD shall provide the Information regarding the disciplinary record of the student recipient of awards.

Section 16. Offenses/Sanctions under unusual circumstances.

16.1 Students enrolled in On-the-Job Training (OJT) are subject to the disciplinary process implemented by the training company for violating the company policies/rules/regulations. However, once an official report is forwarded to the University, the latter's disciplinary procedures shall be used to evaluate the matter. If found guilty, the sanction shall be served immediately despite the training.

16.2 Students undergoing OJT who have been penalized by their training companies for breaking company policies/rules/regulations shall not anymore undergo the University's disciplinary process.

16.3 The disciplinary record of students undergoing OJT provided by the training company to the University shall be entered into her/his school records.

16.4 Students undergoing OJT but found guilty of breaking University rules/regulations while in its premises shall be meted out sanction effective immediately despite the training.

16.5 Offenses committed by students during off-campus University-sponsored activities (field trips, extension projects, junior-senior proms, outreach activities, etc.) or while officially attending activities (seminars, competitions, sports/cultural events, etc.) sponsored by other entities, shall be evaluated on the strength of the official report or complaint submitted to the OSD by the concerned third-parties. If the wrongdoing is *caught in the act* (in flagrante delicto) by any University authority, the disciplinary proceedings shall be acted upon promptly without prejudice to due process.

16.6 Students undergoing OJT who were found guilty of using social media, mobile phones, and other communication devices to post malicious and morally offensive content against any individual in the company, employee of the company, group of people in the company, or the company itself, where the student is undergoing the OJT, shall not be allowed to continue the training and may be given a grade of DROPPED.

Section 17. Consequences to disciplinary actions.

17.1 If warranted and applicable, students who have been sanctioned or undergone disciplinary action shall be required to see the Guidance Counselor immediately.

17.2 Regardless of the sanction imposed, the student respondent will not be re-admitted to class, allowed to take the examination, proceed with the accomplishment of any assignment or enroll without a certification from the OSD that the case has been investigated and that appropriate actions have been taken. The complainant shall be informed by the OSD of pertinent actions taken on the case.

17.3 Students who have been sanctioned or undergone disciplinary action shall be allowed to take a special exam only for any major examination missed.

Section 18. Complementary to offenses/sanctions.

18.1 If a disciplinary proceeding (or investigation process) for a certain student accused of any offense may not be immediately pursued by reason of "end of term or

CERTIFIED TRUE COPY OF THE ORIGINAL
ENRICO M. DALANGIN
Secretary of the University and the Board of Regents
Date: 27.VII.17

semester", then it shall be held in abeyance until the next term or semester shall have officially commenced, unless otherwise this temporary cessation of disciplinary process may impair the right of the parties to a speedy hearing thereby compromising the ends of justice.

18.2 Any student found guilty of any offense whose sanction may not be served immediately by reason of "end of term or semester" shall be meted out the disciplinary action the following term or semester which shall begin in the first day of the 2nd week after the first official day of classes, unless otherwise this temporary suspension of sanction implementation may impair the right of the offended party to a speedy and prompt administration of justice.

18.3 When sanctions, specifically suspension days, to be imposed to erring students do not have sufficient implementation time for valid reasons, then an equivalent community service may be served. In lieu of the community service, a corresponding extension project of the college where he/she belongs may be rendered. Days of service may be equivalent to the number of days of suspension or prorated depending upon the weight of the project.

18.4 Community service may also be allowed to students who are given suspension during summer classes.

- 18.4.1 A student who has been suspended but allowed to render community service is permitted to attend classes.
- 18.4.2 The student's request for community service shall be signed by both the student and her/his parent or guardian.
- 18.4.3 The letter shall be submitted to the OSD prior to the effectivity of the sanction.
- 18.4.4 The student shall be assigned by the OSD to her/his designated work area.
- 18.4.5 The student is required to submit Community service journal and Certificate of Accomplishment from the office where she/he was assigned.

18.5 If a disciplinary proceeding conducted upon any graduating student accused of any offense shall extend beyond Graduation Day, the process shall be finished regardless whether he/she actually graduates or not. If found guilty, and the student has graduated, the sanction shall be to render community service corresponding to the extension project of the college where he/she belongs which may be equivalent to the number of days of suspension or prorated depending upon the weight of the project. If the student did not graduate but found guilty then the usual procedures for the implementation of sanction shall be followed. The credentials of the erring student will be released after the suspension/ community service has been served.

18.6 The matter of major offense committed by any student who has just graduated but whose school credentials have not yet been obtained shall be considered as *unusual* and the same shall be forwarded to higher authorities as an administrative case or a criminal offense for appropriate action. The OSD shall officially recommend that if the said student is found guilty, and he/she is a recipient of honors/awards (academic, leadership, scholarship, etc.), then these should be forfeited/withdrawn/ annulled/rescinded.

18.7 In any disciplinary proceeding, settlement between the student respondent and the complainant may be pursued only if the offense involved is *personal* such as "*acts of mischief or unjust vexation or provocation to a fight or physical injury*" against any individual. This does not mean that the respondent when found guilty shall not be meted out disciplinary action. The matter of replacement/restoration and/or restitution/compensation to properties damaged or persons injured shall be settled.

18.8 In any disciplinary proceeding, if the complainant withdraws the complaint, the OSD or the Discipline Board reserves the right to pursue the case in the interest of the University and the University community and the public at large especially if there is a semblance of coercive pressure from any third party against the complainant.

CERTIFIED TRUE COPY OF THE ORIGINAL
ENRICO M. DALANGIN
Secretary of the University and the Board of Regents
Date: 27.VII.17

ARTICLE VIII
DISCIPLINARY PROCESS

Section 19. Any complaint against any student can be reported to any University authority but should be properly directed and filed to the OSD of the respective Campus or College where the subject student is registered. The written complaint should be properly signed by the complainant with course, year, section, home address and contact number.

19.1 Filing of Complaint to Erring Students.
- 19.1.1 The complainant fills-out the incident report or makes a narrative report duly signed, with course, year, section, home address, and contact number.
- 19.1.2 The incident report/narrative report shall immediately be forwarded to the OSD Coordinator/In-charge.
- 19.1.3 The ID of the student subject of complaint shall be turned over to the OSD Coordinator/In-charge.
- 19.1.4 The OSD Coordinator informs the student to report through the Call Slip for investigation.
- 19.1.5 The complaint shall be acted upon based from the preliminary investigation.
- 19.1.6 Filing of complaint to erring students shall observe the disciplinary process.

19.2 In cases of academic dishonesty, the faculty concerned (or the proctor of the examination) is immediately required to submit an incident report to the OSD Coordinator.

19.3 If warranted, the ID of the student subject of complaint shall be confiscated and turned over to the OSD.

19.4 All student disciplinary proceedings shall observe due process such as: clear notice of charges in unambiguous and comprehensible language; enough time given to answer the charges; right to receive all pieces of evidence against him/her; right to face the accuser/s and witness/es and counter-present pieces of evidence/witnesses; right to counsel choosing from any faculty or school official or legal counsel; right to the presence of parent/guardian.

19.5 All student disciplinary proceedings shall be conducted informally in a close-door hearing in the interest of privacy, decency or public morals.

19.6 All student disciplinary proceedings shall be properly logged and documented, and all records (duly signed by the Discipline Board and other parties involved) be put in safekeeping and its confidentiality preserved.

19.7 If the student respondent readily admits guilt in writing during the preliminary investigation/hearing, the case may be summarily acted upon by the OSD or Discipline Board. The formal investigation/hearing shall be dispensed with and after clarificatory questions, the OSD or Discipline Board shall decide on the case.

19.8 Minor offenses shall be handled by the OSD Coordinator/In-charge.
- 19.8.1 Any minor offense committed if *caught in the act* (in flagrante delicto) shall be dealt with by the OSD with urgency and exigency subject to due process.
- 19.8.2 The OSD shall inform the parent/guardian of the student being charged depending on the gravity of the offense.
- 19.8.3 Any minor offense reported and properly filed in the OSD shall be submitted to the OSD Coordinator to conduct a preliminary investigation.
  - 19.8.3.1 If the complaint is substantial, the OSD shall notify the student in writing of the charges against her/him, including evidences and witnesses.
  - 19.8.3.2 Depending on the nature of and circumstances surrounding the offense, the Coordinator may or may not conduct an actual hearing.
  - 19.8.3.3 If the complaint is without merit, a Notice of Case Dismissal shall be given in writing.
  - 19.8.3.4 If hearing is warranted, the student shall be given the opportunity to answer the charges in three (3) working days,

CERTIFIED TRUE COPY OF THE ORIGINAL
ENRICO M. DALANGIN
Secretary of the University and the Board of Regents
Date: 27.VII.17

including counter-presentation of pieces of evidence/witnesses; otherwise, the OSD shall summarily resolve the case/complaint.

19.8.3.5 Sanction, if called for, shall be decided upon by the OSD and a Memorandum of Disciplinary Action (MDA) shall be recommended for implementation.

19.9 The MDA for minor offenses meted out to erring students shall be implemented by the OSD.

19.10 Major Offenses shall be handled by the Local Discipline Board (LDB), Campus Student Discipline Board (CDB) or the University Student Discipline Board (UDB), depending on the gravity of the offense.

19.10.1 The complainant or aggrieved party or University authority shall submit a formal complaint/report to the OSD complete with facts (pieces of evidences, names of witnesses); upon receipt by the OSD, the same shall be submitted to the Chairman of the CDB or UDB, as the case may be, not later than two working (2) days.

19.10.2 If the complaint is substantial, the OSD or the Chairman of the CDB or UDB shall send a Notice of Formal Charges to notify the student in writing of the charges against him/her, including evidences and witnesses; who then shall be required to reply in writing not later than three (3) working days upon receipt thereof.

19.10.3 The CDB or UDB shall inform the parent/guardian of the student being charged.

19.10.4 The CDB or UDB shall be convened not later than two (2) working days after receipt of the student respondent's answer or after the expiration of the period within which the respondent should answer on the day and hour set by the Chairman of the CDB or UDB, to hear both parties and their witnesses. For this purpose, the board may issue summons for the personal appearance of parties and witnesses.

19.10.5 All parties concerned shall be notified of the date set for the hearing at least two (2) working days before such hearing. The student respondent may defend himself personally or by counsel of his own choice.

19.10.6 The CDB or UDB shall hold hearings continuously or at least three times a week until the case has been resolved. The board shall arrive at a resolution of the case within fifteen (15) working days from the day it convenes on the first hearing, and at the discretion of the Chairman, be extended not to exceed five (5) working days except in clearly reasonable situations. The complainant who has the burden of proof shall be heard first and the student respondent may submit counter pieces of evidences, if he/she so desires.

19.10.7 Refusal/failure of any party or witnesses to appear in compliance with the summons without sufficient cause, the board shall note this fact and thereafter proceed to hear the case ex-parte without prejudice to their appearance in subsequent hearings.

19.10.8 The board, on the application of either the complainant or the respondent, may in its discretion and for cause, postpone the hearing for such period of time provided the ends of justice and the right of the parties to a speedy hearing will not be compromised.

19.10.9 The records of the hearing with the report of findings and the recommendation shall be signed by the CDB or UDB. The official report shall state the specific regulations and procedures followed, the findings on the facts, the final decision and recommendation whether the case is dismissed or the respondent shall be meted out sanction.

19.10.10 If the board finds the complaint without merit, a Notice of Case Dismissal shall be given in writing. If the case stands, a Memorandum of Disciplinary Action (MDA) shall be recommended by the board.

19.10.11 The official report shall be submitted to the Office of the Executive Director and shall be reviewed if warranted by the Vice President for

CERTIFIED TRUE COPY OF THE ORIGINAL
ENRICO M. DALANGIN
Secretary of the University and the Board of Regents
Date: 27. VII. 17

Academic Affairs (VPAA).

19.10.12 The MDA issued to students found guilty of committing any major offense shall be implemented by the OSD for sanctions less than 15-day suspension.

19.10.13 The MDA to students found guilty of committing any major offense with 15-day suspension or stiffer penalty shall be implemented by the Office of Academic Affairs or the Office of the Executive Director. However, the implementation of the sanction of expulsion shall be vested upon the Office of the University President.

19.10.14 The parent/guardian shall be notified of the disciplinary action (or sanction) for the offenses committed by the student.

19.10.15 The student subjected to or meted out with disciplinary action for major offenses has the right to appeal.

19.10.16 The appeal shall be made on the following grounds:

19.10.16.1 Due process was not provided to the student, (there is evidence that some aspect of the investigation/hearing was prejudicial, arbitrary, or capricious);

19.10.16.2 Significant new information, not reasonably available at the time of the investigation/hearing, has become available; and

19.10.16.3 The disciplinary action (or sanction) imposed is not proportionate to the nature and seriousness of the offense.

19.10.17 The student must submit a written Notice of Appeal to the issuing authority within two (2) working days upon receipt of the MDA. Appeal shall only be allowed after a motion for reconsideration is filed and decided upon by the Discipline Board or OSD.

19.10.18 The Vice-president for Academic Affairs upon recommendation by the Executive Director shall create a 5-man Student Appeals Committee (SAC) composed of two (2) administration officials, two (2) faculty members, and the University Legal Counsel. Item # 20.5shall be adopted here.

19.10.19 Pending appeal, the MDA shall not be implemented yet.

19.10.20 The Student Appeals Committee (SAC) shall determine the merit of the appeal if the grounds exist and whether or not to accept the appeal. If the SAC.

19.10.20.1 Decides not to accept the appeal, the student will be notified in writing and the MDA will take effect immediately;

19.10.20.2 Accepts the appeal, on the matter of due process or that significant new information has become available, the case shall be scheduled for a new hearing with instructions to correct the deficiencies;

19.10.20.3 Accepts the appeal, on the grounds that the sanction imposed is not proportionate to the nature and seriousness of the offense, then it may recommend to the OSD or Discipline Board for review of the original sanction.

The MDA will take effect immediately as soon as (*19.10.20.2*) or (*19.10.20.3*) above has been complied with.

19.20.21 The SAC shall decide the appeal within five (5) working days from its acceptance.

19.20.22 The decision on any case involving sanction of suspension exceeding twenty percent (20%) of the prescribed school days for a school year or semester or term shall be forwarded to the CHED Regional Office concerned for its information within ten days from the termination of the investigation/hearing.

CERTIFIED TRUE COPY OF THE ORIGINAL
ENRICO M. DALANGIN
Secretary of the University and the Board of Regents
Date: 27. VII. 17

19.20.23 The decision on any case involving the penalty of expulsion, together with the supporting documents, shall be forwarded to the CHED Regional Office concerned within ten days from the termination of the investigation/hearing.

ARTICLE IX
THE BOARD OF DISCIPLINE

Section 20. The Board of Discipline is a fact-finding body tasked to hear, investigate, and decide cases in order to either dismiss the charges or recommend sanctions to student respondents found guilty as charged. The University President or his/her representative appoints the composition of the Board of Discipline until a decision or recommendation is disposed.

20.1 University Student Discipline Board (UDB). The area of jurisdiction of the UDB is University-wide. It functions when a major offense committed is directed to it by the Campus Student Discipline Board or when grave situations arise that its convening is so required. It shall be appointed by the University President for a certain period until a decision or recommendation is disposed. The 5-man board shall be composed of the Director of the Office of Student Affairs and Services(OSAS) who shall serve as the Chair; Asst. Director, Office of Student Discipline(OSD); Legal Officer; representative from the Students; Dean of the College where the student respondent is registered. The Chair may request for a competent recording secretary to assist the board.

20.2 The Campus Student Discipline Board (CDB). The area of jurisdiction of the CDB is within a particular campus. It shall be appointed for a certain period until a decision or recommendation is disposed upon recommendation by the Executive Director of the campus. The 5-man board shall be composed of the: Campus Head(OSD) who shall serve as the Chair; Coordinator/In-charge(OSD) of the College where the respondent is registered; the Supreme Student Council president; a representative from the Administration and the Dean of the College where the student respondent is registered. The Chair may request for a competent recording secretary to assist the board.

20.3 The Local Student Discipline Board (LDB). The area of jurisdiction of the LDB is within a particular College. It shall be appointed by the Director of the Office of Student Affairs and Services (OSAS) for a certain period until a decision or recommendation is disposed. The 3-man board shall be composed of the following: Coordinator/In-charge, OSD who shall serve as the Chair; the College Council President; and the Assoc. Dean of the College.

20.4 In the student disciplinary proceedings, there shall be two (2) students present, the Council President (or the authorized representative) who shall participate in the discussion, and another student chosen by the student offender who shall sit as observer.

20.5 No individual shall be a member of any Discipline Board in any particular case in which he is related to either party within sixth degree of consanguinity or affinity, to whom he has fraternity/sorority relation to either party or to whom he has been counsel. In such situations, the appointing authority shall make the necessary new appointments or replacements.

CERTIFIED TRUE COPY OF THE ORIGINAL
ENRICO M. DALANGIN
Secretary of the University and the Board of Regents
Date: 27.VII.17

ARTICLE X

POLICY ON MAINTAINING THE CONFIDENTIALITY AND SECURITY OF STUDENT DISCIPLINE RECORDS

Section 21 All referrals to the Office of Student Discipline (OSD) are considered student discipline records, and are therefore confidential.

Section 22 Disciplinary records are kept by the Office of Student Discipline in the Office of Student Affairs and Services and are separate from all other educational records, including academic transcripts. The length of time a disciplinary record is maintained depends on the level of sanction issued, and/or the incidence of any additional violations while the initial record is currently on file. Additional violations(s) may result in file(s) being maintained for an extended period of time.

Section 23 Disciplinary records for minor offenses are maintained for at least six(6) years; disciplinary records for major offenses are kept permanently, including those involving as assessed sanction of suspension, expulsion, denial or revocation of a degree, dismissal from as academic program, or withdrawal of a diploma

ARTICLE XI
APPLICATION AND EFFECTIVITY

Section24 In case of conflict between the provisions stated here, especially Article VI Offenses and Sanctions, and the provisions of other equally approved student manuals/handbooks/guidebooks/booklets adopted, published, circulated and implemented by other colleges/departments University-wide for college students, the provisions of these guidelines shall prevail.

Section 25 Should any section or provision of these guidelines be officially declared invalid or null or void, the other sections or provisions not affected thereby shall remain in full force and effect.

Section 26. Mandatory Evaluation and Review. By the end of each academic year, the University shall conduct a mandatory review of the policy as to the status of its implementation and compliance to existing laws and regulations for possible revisions or amendments.

Section 27. Any revision of these guidelines shall take effect immediately upon approval by the Board of Regents and shall be effective unless otherwise repealed or amended.

CERTIFIED TRUE COPY OF THE ORIGINAL
ENRICO M. DALANGIN
Secretary of the University and the Board of Regents
Date: 27. VII.17