



# Batangas State University

Office of Student Affairs and Services

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## NORMS OF CONDUCT FOR COLLEGE STUDENTS AY 2014 - 2015

*Lifted from the BSU University Student Handbook as amended on May 14, 2009 under Resolution No. 198 series of 2009 during the 22<sup>nd</sup> regular meeting of the Batangas State University Board of Regents held at SLSU, Lucban, Quezon. . .*

Gov. Pablo Borbon Main Campus I  
Rizal Avenue, Batangas City  
Tel. # 300 2202 loc. 105

Balayan Campus  
Caloocan, Balayan, Batangas  
Tel. # 921 3013

Lemery Campus  
Raja Matanda Street,  
Bagong Sikat, Lemery, Batangas  
Tel. # 411 0660

Jose B. Zuño Campus  
Barangay Namunga  
Rosario, Batangas  
Tel. # 321 0861

Arasof Nasugbu Campus  
Barangay Bukana  
Nasugbu, Batangas  
Tel. # 931 3815

Gov. Pablo Borbon Main Campus II  
Atangilan, Batangas City  
Tel. # 300 4404 loc. 223

Don Claro M. Recto Campus  
Marauoy, Lipa City  
Tel. # 312 2822

JPLPC Malvar Campus  
Governor Leviste Street  
Malvar, Batangas  
Tel. # 778 6633 loc. 111

San Juan Campus  
Barangay Talahiban  
San Juan, Batangas  
Tel. # 575 5192

Lobo Campus  
Brgy. Masaguitsit  
Lobo, Batangas  
Tel. # 0915 312 5538

Student's Name

SR Code

Course

Sex

Campus

College/Department

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**NORMS OF CONDUCT FOR COLLEGE STUDENTS**

Upon admission to the Batangas State University, the student agrees to abide by the policies, rules and regulations of the University and to accept responsibilities towards all members of the University Community (administration officials, faculty members, co-academic and non-academic staff, fellow students, security personnel, campus visitors, employees and all other categories of workforce). Failure on his part in this respect empowers the University to impose sanctions in accordance with its norms of conduct.

Discipline is anchored on the principle of self-respect, acceptance of legitimate authority, and respect for the rights of others. The University cultivates and nurtures a strong sense of self-discipline in the student, for a well-disciplined student provides conditions conducive to the development of peace and harmony, unity and cooperation necessary in a healthy school environment.

**1. Bill of Rights of Students**

- 1.1. Every student has the right to receive relevant quality education in line with national goals and vision, mission, and core values of the University.
- 1.2. Every student officially admitted by the University has the right to continue and pursue his course of study up to graduation except in cases of academic delinquency and violation of disciplinary regulation.
- 1.3. Every student shall have the right to avail copy of his scholastic records for the

purpose of determining his class standing. The University shall maintain and preserve such records.

- 1.4. Every student shall enjoy academic freedom guided by the standards set by the academic community of this University.
- 1.5. Every student is entitled to guidance and counseling services to enable him to know himself, to make decisions and to select from the alternatives in the fields of work in line with his potentialities.
- 1.6. Every student shall have the right to be assisted by the University through current and adequate information on work opportunities.
- 1.7. Every student shall be entitled to prompt issuance of certificates, diplomas, transcript of records, grades and transfer credentials.
- 1.8. Every student shall have the right to participate in co-curricular or extra-curricular activities.
- 1.9. Every student, in the exercise of the constitutional guaranty of free speech and press, has the right to express and pursue his opinions on any subject, provided that the expression and dissemination of such views do not disrupt the work and discipline of the University.
- 1.10. Every student shall have the right to receive a copy of every publication paid for by him.
- 1.11. Students shall have the right and freedom to organize and join student associations to promote their common interests.
- 1.12. Students shall have the right to organize, promote and participate in a representative form of student government.
- 1.13. Every student shall have the right to receive reasonable protection within the University premises.
- 1.14. Every student shall have the right to be informed of the University policies, rules and regulations affecting him.
- 1.15. Every student shall have the right to file complaints or redress of grievances, in accordance with the defined-channels of authority, against any wrong or injustice committed against him by any member of the University community.
- 1.16. No student shall be subjected to disciplinary action without due process.
- 1.17. No student shall be subjected to morale degradation, public humiliation, exploitation, involuntary servitude, and cruel or unusual punishment.
- 1.18. No student shall be subjected to discrimination because of his/her cultural and ethnic background, religious belief, creed, political conviction, gender, gender identity, gender expression, sexual orientation, physical/emotional disability, age, marital status, race, color, national origin.
- 1.19. Every student is entitled to be respected as a person with human dignity, to full physical, social, moral and intellectual development, to humane and healthful conditions of learning.

## **2. Duties and Responsibilities of Students**

- 2.1. Strive to lead an upright, virtuous and useful life.
- 2.2. Love, respect, obey and cooperate with their parents, to keep the family harmonious

and united.

- 2.3. Exert their utmost effort to develop their potentials for service, particularly by undergoing an education suited to their abilities, in order that they may become an asset to themselves and society.
- 2.4. Respect the customs and traditions of our people, the duly constituted authorities, the laws of our country, and the principles of democracy.
- 2.5. Participate actively in civic affairs and in the promotion of the general welfare of the community.
- 2.6. Help in the observance and exercise of individual and social rights, strengthening of freedom everywhere, and fostering of cooperation among nations in the pursuit of progress, prosperity and world peace.
- 2.7. Exercise their rights/responsibilities with regard for the rights of others.
- 2.8. Observe practices that recognize the value of being genuinely concerned for the environment in terms of management, conservation, preservation and protection.
- 2.9. Respect and cooperate with members of the faculty, fellow students and University authorities in the attainment and preservation of order in the University and in the society. Each one is expected to adhere to the following norms and inherent policies :
  - 2.9.1. Observe the usual norms of politeness, etiquette and courtesy in dealing with all members of the University community.
  - 2.9.2. Show utmost respect with members of the opposite sex at all times.
  - 2.9.3. Provide leadership to encourage fellow students to follow established University policies and practices.
  - 2.9.4. Promote good human relations and build bridges of understanding among members of the University community.
  - 2.9.5. Behave in a manner that contributes to a safe learning environment and which does not violate other students' right to learn.
  - 2.9.6. Dress up according to the conventions of good grooming, avoiding wearing of attires considered offensive to the sensibility of other members of the University community.
  - 2.9.7. Obey usual classroom policies and procedures pre-set by the faculty (provided these are communicated and accepted beforehand by the concerned).
  - 2.9.8. Use properly but discreetly personal mobile phones and other electronic communication and media devices to avoid unnecessary disturbances while within University premises.
  - 2.9.9. Follow the regulations on the use of campus facilities for social, cultural and recreational activities and/or business meetings.
  - 2.9.10. Keep in mind always that he/she carries with him/her the good name of the University especially outside its premises.

### 3. Attendance

- 3.1 At the start of each term, the student shall present his/her registration form and/or submit the class card to the class instructor before he/she is allowed to attend any class session.
- 3.2 Prompt and regular attendance of students is required. 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),  $10\% \times 3 \times 18 = 5.4$  hrs or 6 hrs.
- ✓ 3 units (2 hrs lec, 3 hrs lab),  $10\% \times 5 \times 18 = 9$  hrs.
- ✓ 5 units (3 hrs lec, 6 hrs lab),  $10\% \times 9 \times 18 = 16.2$  hrs or 16 hrs.

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.

- 3.3 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/Department.
- 3.4 Students are not excused from complying with the missed requirements during their absence.
- 3.5 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. Four (4) instances of tardiness are equivalent to one absence.
- 3.6 Students who report in class after the grace period mentioned in item # 3.5 are considered absent.
- 3.7 The student who has accumulated four (4) times of tardiness in a class is required to report to the OGC, either of the Campus or of the College/Department.
- 3.8 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 conduct of his class during waiting time. The class president/leader should report the matter to the Department Head / Assoc. Dean / College Dean.
- 3.9 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 # 6.1.1.
- 3.10 The following are considered in determining if the absence of the student is excused:
  - 3.10.1. When he/she represents the University in any off-campus/in-campus activities duly authorized by the University President or his/her authorized representative.
  - 3.10.2. Occurrence of illness, accidents, death in the family or calamities. In any case, presentation of a corresponding certification is required.
  - 3.10.3. Absences incurred by students for enrolling late due to valid reasons. The College Dean or his/her duly authorized representative will determine the validity of the reason.
- 3.11 Notice of excused absence shall be secured from the OSD or SOA.
- 3.12 A student who has incurred half the total number of unexcused shall be notified or warned by the Instructor.
- 3.13 The Director for Academic Affairs / College Dean / Associate Dean / Department Chair is authorized to adjudicate all problems arising from absences of students from their

regular scheduled classes.

#### 4. ID Requirement

- 4.1 An official Identification (ID) Card shall be issued to every student in the University.
- 4.2 If the ID Card is torn, defaced or severely damaged, the student must surrender it to the SOA for replacement. A Temporary ID (or Gate Pass) shall be issued for a definite time limit.
- 4.3 In case the ID card is lost, the student should immediately report the matter to the SOA. The first instance of reported loss shall not require an affidavit of loss. Any succeeding loss thereafter shall require one.
- 4.4 Any student who reports loss of ID more than three (3) times in a semester may be investigated by the SOA or OSD for possible violation of Item # 5.2.
- 4.5 Procedures for ID replacement in cases of Items # 4.2 and # 4.3 above :
  - 4.5.1 Apply for a new ID in the SOA and secure a Temporary ID (or Gate Pass).
  - 4.5.2 Proceed to the Cashier's Office and pay for the corresponding fee for ID replacement.

NOTE: Any BatStateU personnel who lost a student ID while in his/her custody shall be liable for the payment of its replacement.
  - 4.5.3 Proceed to the Encoding Office for picture taking.
- 4.6 Any student wearing a Temporary ID (or Gate Pass) may be asked anytime by any University authority to show his/her Registration Form.

#### 5. Proper Uniform, Dress Code, and Related Rules/Regulations

- 5.1 Wearing of the prescribed University uniform
  - a) is compulsory for all students during the first and second semesters
    - ✓ from Monday to Friday except on wash day,
    - ✓ on special occasions when officially required, and
    - ✓ on Saturdays considered as regular school days;
  - b) may be waived during enrolment period and during Summer terms.

NOTE: The prescribed University uniform being waived does not mean item # 5.5 is also waived.
- 5.1.1 For Male Students
  - a) Plain white polo with BatStateU water marked design and BatStateU pin on the left collar
  - b) Plain white undershirt
  - c) Dark green pants
  - d) Black leather shoes with black socks
- 5.1.2 For Female Students
  - a) White short sleeved blouse with BatStateU water marked design and BatStateU pin on the left collar
  - b) Knee-length chequered skirt
  - c) Black closed shoes with heels

- 5.2 The official Student ID card is required to be worn at all times through its ID card holder upon entry into the University.
- 5.3 On wash day, students can wear ordinary (or civilian) outfits/clothes and appropriate footwear.
- 5.4 On Saturdays and Sundays, students with no classes but allowed by proper authorities to enter the campus, can wear ordinary (or civilian) outfits/clothes and appropriate footwear.
- 5.5 Wearing of the following are strictly prohibited :
  - 5.5.1 slippers of any material, kind or form within University premises;
  - 5.5.2 caps/hats inside the building/classroom;
  - 5.5.3 patched and/or torn pants, shirts, etc.;
  - 5.5.4 improper, vulgar, and similar offensively-designed pants, shirts, etc.;
  - 5.5.5 spaghetti-strapped, sleeveless, haltered, see-through blouses; midriffs; tubes; backless; plunging necklines; sando/sleeveless shirts; skirts with slits reaching the upper thighs; micro-mini skirts; shorts, walking shorts, short shorts; low waist or hip hugging pants;
  - 5.5.6 heavy make-up;
  - 5.5.7 flashy hair style and loud hair color for female and male students;
  - 5.5.8 hair style for male students that tend to conceal its true and actual length;
  - 5.5.9 earrings for males, and any form of piercing for males/females; and
  - 5.5.10 skin tattoo with vulgar design, image and undertone.
- 5.6 PE uniforms
  - 5.6.1 P.E. uniforms are allowed only during days with scheduled P.E. class.
  - 5.6.2 P.E. t-shirts can only be replaced by plain white / organization shirts after attending P.E. class.
  - 5.6.3 Students who will attend academic classes in P.E. uniform should present their class schedule to the guard on duty and faculty concerned.
  - 5.6.4 P.E. uniforms allowed in academic classes are PE T-shirts and PE Jogging Pants but not PE shorts, sleeveless shirts, sweatshirts, martial arts kimono garbs, and other inappropriate outfits.
  - 5.6.5 Colleges or Departments may disregard item # 5.6.2 to item # 5.6.4 provided they have coordinated with the Office of Student Services (OSS) so that students who may be affected would be properly informed at the beginning of the semester or term.
- 5.7 NSTP uniforms
  - 5.7.1. NSTP activities (in-campus and off-campus), and NSTP classes if held during weekends, require the wearing of prescribed NSTP t-shirts, pants (any color), rubber shoes, and socks.
  - 5.7.2. 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.
- 5.8 Other uniforms required by certain Colleges/Departments should have the prior approval of the University President via the defined-channels of authority (College

Dean / Director for Academic Affairs / Executive Director, Director for Student Services, Vice-president for Academic Affairs).

- 5.9 Non-wearing of the prescribed uniform may be allowed with the following reasons:
- classes with fieldwork or workshop;
  - classes that require prolonged standing (such as architectural drafting classes);
  - foreign students who are enrolled only on short special courses;
  - students who are pregnant;
  - special cases, e.g. : students who are temporarily incapacitated or with permanent physical disability, students who are on special training for sports/cultural events, etc.; and
  - force majeure (fire, flood, other emergency situations);  
{ Presentation of a corresponding certification from the barangay/police/etc. is required.}
  - students who are enrolled in Internship Training Program (ITP) or On-the Job Training (OJT) (whose training company or office is not BSU itself) and enter the campus for various purposes during the training period;

Note: There must be a written request by the concerned student/students, duly noted by the class adviser/coordinator, recommended for approval by the Campus SOA Head (or Coordinator / In-charge) and consequently approved by any of the following: Executive Director, Dean/Asso. Dean, Director for Academic Affairs, Director for Student Services. The request may be approved for the entire term/semester or for a certain definite time period only.

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

Note: The OSAS shall publish and circulate (or display prominently in the bulletin boards) pictures / graphical illustrations necessary to emphasize Item 5 (Proper Uniform, Dress Code, and Related Rules/Regulations).

#### 5.11 Students on vehicles

- 5.11.1. Students entering the campus on vehicles are not exempted from the policy "Proper Uniform, Dress Code, and Related Rules/Regulations"
- 5.11.2. The immediate display of the student ID is mandatory whether the student is simply a passenger in the vehicle or the driver himself/herself
- 5.11.3. The guards-on-duty may request all student passengers of the vehicle to alight for reasons of routine inspection of uniforms, etc.

Note: The Security Office reserves the right to allow only the student driver of the vehicle to pass through the vehicular gate while the other student passengers should alight and enter through the student gate.

## 6. Offenses and Sanctions:

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.

- 6.1. **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.

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.

*For offense 6.1.1, this sanction shall be imposed:*

- First offense:* Written Warning  
*Second offense:* Written Reprimand  
*Third offense:* One-day suspension

- 6.1.1 Violation of the usual classroom rules and regulations, such as cutting of classes, set by the instructor

Note: The classroom instructor may not report offense # 6.1.1 to the OSD provided he/she strongly issues his/her own verbal warning or reprimand and makes note of it.

*For offenses 6.1.2 to 6.1.12, 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

NOTE: If offense # 6.1.2 takes place at the gates, the sanction, if applicable, is : NO ENTRY

- 6.1.2 Violation of Item # 5 (Proper Uniform, Dress Code and Related Rules/Regulations)
- 6.1.3 Unauthorized use of chalk, board marker, board, and other materials, in classrooms, laboratory rooms, library, audio visual room, auditorium, amphitheatre, chapel, and other function rooms
- 6.1.4 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, chapel, and other function rooms
- 6.1.5 Posting, distributing or disseminating notices, posters, leaflets, broadsheets, opinionaires, questionnaires, streamers, tarpaulins, etc. without prior approval of University authorities through the OSA (although the content is legal and not in any way vulgar, defamatory, slanderous, libellous, etc.)
- 6.1.6 Unauthorized removal of official notices, posters, streamers, tarps and the like
- 6.1.7 Littering and/or spitting within University premises
- 6.1.8 Smoking outside within 30-meter radius from the campus perimeter
- 6.1.9 "Gate-crashing" such as breaking into a class or University-sponsored activities (in-campus/off-campus) without the permission of those concerned

- 6.1.10 Acts of mischief and/or misbehaviour during in-campus/off-campus University-sponsored activities
- 6.1.11 Unjust vexation or annoying/pestering any individual in the University
- 6.1.12 Provocation to a fight (quarrel or fistfight)

6.2. **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 6.2.1 to 6.2.2 :*

*1<sup>st</sup> offense:* Two- to three-day suspension (2-3)

*2<sup>nd</sup> offense:* Three- to four-day suspension (3-4)

*3<sup>rd</sup> offense:* Four- to five-day suspension (4-5), may include Re-admission Probation

- 6.2.1 Committing more than three (3) minor offenses of any nature within a semester/term, and/or more than three (3) instances of any minor offense or any combination thereof within a semester/term
- 6.2.2 Acts of defiance to any legal order of any University authority such as (but not exclusively) refusing to identify himself when asked lawfully to do so by an officer of the University, or refusal to receive the Memorandum of Disciplinary Action (MDA)

SET B (7 items) : *These sanctions shall be imposed for offenses 6.2.3 to 6.2.9 :*

*1<sup>st</sup> offense:* Three- to five-day suspension (3-5)

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

*3<sup>rd</sup> offense:* Seven- to nine-day suspension (7-9), may include Non-readmission

- 6.2.3 Smoking anytime within University premises
- 6.2.4 Possession of and/or intoxication with alcoholic beverages within University premises or during any off-campus University-sponsored activities
- 6.2.5 Entering University premises or attending off-campus University-sponsored activities in a drunken state
- 6.2.6 Illegal or unauthorized entry to or exit from the University premises or facilities
- 6.2.7 Illegal and/or unauthorized use or misuse of University facilities and properties
- 6.2.8 Acts, such as (but not limited to) intentionally initiating false alarm/warning (shouting “fire” when there occurs none) or exploding firecrackers or unauthorized use of fireworks, which endanger the safety of any individual within University premises or during any off-campus University-sponsored activities, and that which may cause damage to property owned by the University or any member of the University community
- 6.2.9 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 (6 items) : *These sanctions shall be imposed for offenses 6.2.10 to 6.2.15 :*

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

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

*3<sup>rd</sup> offense:* Eight- to ten-day suspension (8-10), may include Non-readmission

- 6.2.10 Misuse of the official student uniforms or IDs other than for its intended obvious purpose inside/outside the University
- 6.2.11 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
- 6.2.12 Unauthorized use of the University's name and seal/logo in connection with any activity, advertisement, merchandise or publication
- 6.2.13 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
- 6.2.14 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
- 6.2.15 Membership, affiliation or mere association to organizations such as fraternities or sororities not otherwise recognized by the University, even outside its jurisdiction, and which are notorious for hazing and other violent or humiliating rites as a pre-requisite for admission

SET D (6 items) : *These sanctions shall be imposed for offenses 6.2.16 to 6.2.21 :*

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

*2<sup>nd</sup> offense:* Eight- to ten-day suspension (8-10), may include Re-admission Probation

*3<sup>rd</sup> offense:* Ten- to twelve-day suspension (10-12), may include Non-readmission

- 6.2.16 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
- 6.2.17 Destructive acts, due to vandalism or drunkenness or recklessness, that destroy campus property especially inside buildings such as (but not limited to) defacing painted walls, wrecking toilet fixtures, smashing glass windows; or property inside the campus owned by any member of the University community
- 6.2.18 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
- 6.2.19 Soliciting funds elsewhere using the name of the University and/or soliciting funds using any method and for any cause or purpose within University premises or during any off-campus University-sponsored activities, without prior written approval from University authorities
- 6.2.20 Acts that cause *slight* physical injury which may include damage to property, such as reckless 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

- 6.2.21 Bringing bladed objects, brass/metal knuckles and similar objects (without explicit permission from authorities) inside University premises or during any off-campus University-sponsored activities

SET E (5 items): *These sanctions shall be imposed for offenses 6.2.22 to 6.2.26 :*

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

*2<sup>nd</sup> offense:* Ten- to twelve-day suspension (10-12), may include Non-readmission

*3<sup>rd</sup> offense:* Twelve- to fourteen-day suspension (12-14), may include Non-readmission

- 6.2.22 Simple theft, qualified theft, or stealing any personal property (money, cellphone, calculator, laptop, etc.) owned by any member of the University community within University premises or during any off-campus University-sponsored activities
- 6.2.23 Attempting to bribe or actually giving money, gift, or token of any kind or giving a treat to any University authority and/or any person acting for and in his behalf, in order to obtain any kind of favor or benefit related to any academic requirements (grades, thesis, projects, etc.), other various transactions in the University, and the like
- 6.2.24 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
- 6.2.25 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
- 6.2.26 Making, publishing or circulating false information, in any form, means or kind, about the University, and any member of the University community with an extremely libelous, defamatory, slanderous, scandalous or morally offensive content

SET F (3 items) : *These sanctions shall be imposed for offenses 6.2.27 to 6.2.29 :*

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

*2<sup>nd</sup> offense:* Twelve- fourteen-day suspension (12-14), may include Non-readmission

*3<sup>rd</sup> offense:* Fourteen- to sixteen-day suspension (14-16), may include Non-readmission

- 6.2.27 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
- 6.2.28 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
- 6.2.29 Acts that bring into disrepute the name of the University such as (but not limited to) participation to any illegal activity inside/outside the University; public or malicious imputation of a crime or of a vice or defect, real or imaginary; any

action, omission, condition, status or circumstances really tending to cause dishonor, discredit or contempt to the name of the University

SET G (3 items) : *These sanctions shall be imposed for offenses 6.2.30 to 6.2.32 :*

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

*2<sup>nd</sup> offense:* Fifteen- to seventeen-day suspension (15-17), may include Non-readmission

*3<sup>rd</sup> offense:* Eighteen- to twenty-day suspension (18-20), may include Non-readmission

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

6.2.31 Hooliganism or other serious acts of willful destruction of large assets and property owned by the University (inside or outside its premises)

6.2.32 Bulgrary, robbery, pilfering (or other serious acts of thievery) of any property owned by the University (inside or outside its premises) or property inside the campus owned by any member of the University community

SET H (3 items): *These sanctions shall be imposed for offenses 6.2.33 to 6.2.35 :*

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

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

*3<sup>rd</sup> offense:* Dismissal and/or Expulsion

6.2.33 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

6.2.34 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

6.2.35 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 6.2.36 to 6.2.38 :*

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

*2<sup>nd</sup> 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.

6.2.36 Serious threat on someone else's life

6.2.37 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

6.2.38 Conviction of a criminal offense before any court of law involving moral turpitude against any person or property other than through reckless imprudence

**6.3. Academic dishonesty or cheating during examination :**

*For offenses 6.3.1 to 6.3.14, these sanctions shall be imposed:*

*1st offense:* Grade of zero (0) in the test/exam/requirement and one-day (1) suspension

*2<sup>nd</sup> offense:* Failure in the subject or Failure in the academic requirement and three-day (3) suspension

*3<sup>rd</sup> offense:* Failure in the subject or Failure in the academic requirement and Non-readmission

- 6.3.1 Use of mobile phones during examinations
- 6.3.2 Talking with one another during examinations
- 6.3.3 Assisting or dictating answers to fellow examinees
- 6.3.4 Possession or passing of lecture notes or any materials during examination
- 6.3.5 Receiving information related to the exam from outside the examination room
- 6.3.6 Facilitating/aiding in the dissemination of leakage
- 6.3.7 Buying or selling of test questionnaires/papers or any portion thereof
- 6.3.8 Copying from or allowing another to copy from one's examination paper
- 6.3.9 Use of improvised or covert means/devices to carry out a cheating act during examination
- 6.3.10 Having somebody else to take the examination in his/her behalf
- 6.3.11 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
- 6.3.12 Asking another person to attend symposium, seminar, exams, etc. in his/her behalf
- 6.3.13 Plagiarism in connection with any academic work
- 6.3.14 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

*For offense 6.3.15, this sanction shall be imposed:*

*Any nth instance of offense:* Four-day (4) day suspension to Non-readmission

- 6.3.15 Aiding or abetting a cheating act when he/she is not a member of the class where the examination (or other forms of test) is taking place

**6.4. Miscellaneous Notes/Provisions :****6.4.1. Supplementary to offenses/sanctions**

- 6.4.1.(a) 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.
- 6.4.1.(b) Sanctions to be imposed on offenses not covered in this document shall be recommended by the OSD or Discipline Board without prejudice to the rights of students to due process
- 6.4.1.(c) The sanction for offenses where there are properties damaged or persons injured (physically or emotionally) shall include replacement/restoration

and/or restitution/compensation.

- 6.4.1.(d) 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.
  - 6.4.1.(e) If applicable, students who have been sanctioned or undergone disciplinary action may be required to issue a written public apology
  - 6.4.1.(f) Violation of rules and regulations promulgated by the Commission on Higher Education (CHED) duly implemented by the University shall be evaluated based on #6.4.1(a) above.
  - 6.4.1.(g) 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
  - 6.4.1.(h) Students who are undergoing disciplinary action and are recipients of or would receive honors/awards (academic, leadership, etc.) in the same time frame shall be forfeited/withdrawn/annulled/rescinded.
- 6.4.2. Offenses/Sanctions under unusual circumstances
- 6.4.2.(a) Students enrolled in OJT or ITP are subject to the disciplinary process implemented by the training company when they violate 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.
  - 6.4.2.(b) Students undergoing OJT or ITP who have been penalized by their training companies for breaking company policies/rules/regulations shall not anymore undergo the University's disciplinary process.
  - 6.4.2.(c) The disciplinary record of students (undergoing OJT or ITP) provided by the training company to the University shall be entered into his/her school records
  - 6.4.2.(d) Students undergoing OJT or ITP but found guilty of breaking University rules/regulations while in its premises shall be meted out sanction effective immediately despite the training.
  - 6.4.2.(e) 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.
- 6.4.3. Consequences to disciplinary actions
- 6.4.3.(a) If warranted and applicable, students who have been sanctioned or undergone disciplinary action, shall be required to see the Guidance Counselor immediately

- 6.4.3.(b) 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.
- 6.4.3.(c) Students who have been sanctioned or undergone disciplinary action shall be allowed to take a special exam only for any major examination missed; and be given considerable time to submit assignments only for major academic requirement missed on deadline.
- 6.4.4. Complementary to offenses/sanctions
- 6.4.4.(a) 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 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.
- 6.4.4.(b) 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 2<sup>nd</sup> 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.
- 6.4.4.(c) 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 during Saturdays and/or Sundays. 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.
- 6.4.4.(d) 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.
- 6.4.4.(e) The matter of any offense (such as, but not limited to, falsification of school documents) 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.

- 6.4.4.(f) 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. What shall be settled is the matter of replacement/restoration and/or restitution/compensation to properties damaged or persons injured.
- 6.4.4.(g) 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.

## 6.5. Definitions Of Terms :

- 6.5.1. Written Warning - a formal notice to the student that continuation or repetition of the specified conduct may be a cause for other disciplinary actions
- 6.5.2. 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
- 6.5.3. Re-admission Probation - the student is admitted for the next semester on the condition that any major offense committed during that period shall mean outright dismissal
- 6.5.4. Disciplinary Probation - exclusion from participation in *school privileges* for a specified length of time which is set forth in the Memorandum of Disciplinary Action (MDA)
- 6.5.5. School Privileges - privileges in the University enjoyed by the student other than academic rights such as: participation to co-curricular activities, extra-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; and the like.
- 6.5.6. Dismissal (aka *exclusion*) - 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
- 6.5.7. Non-readmission - 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
- 6.5.8. Expulsion - an extreme administrative sanction debarring offending students from all public and private schools
- 6.5.9. Preventive suspension - 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)

- 6.5.10. University community - administration officials, faculty members, co-academic and non-academic staff, security personnel, students, visitors, employees and all other categories of workforce in the university
- 6.5.11. University authority - administration officials, faculty members, security personnel, other officials/officers of colleges/departments/offices
- 6.5.12. University premises - the bounded property, land, including buildings and their appurtenances
- 6.5.13. Academic freedom - the freedom of faculty members and students to teach or 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
- 6.5.14. 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
- 6.5.15. Co-curricular activities - 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
- 6.5.16. Plagiarism - the "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work" (*1995 Random House Compact Unabridged Dictionary*)
- 6.5.17. OSAS - Office of Student Affairs and Services
- 6.5.18. SOA - Office of Student Organizations and Activities
- 6.5.19. OSD - Office of Student Discipline
- 6.5.20. OGC - Office of Guidance and Counseling
- 6.5.21. OJT - On-the-job training
- 6.5.22. ITP - Internship Training Program

## 6.6. Disciplinary Process

- 6.6.1. In cases of academic dishonesty, the faculty concerned (or the proctor of the examination) is immediately required to report the matter to the OSD and the Dean's office.
- 6.6.2. 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/Department 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.
- 6.6.3. If warranted, the ID of the student subject of complaint shall be confiscated and turned over to the OSD.
- 6.6.4. 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.
- 6.6.5. All student disciplinary proceedings shall be conducted informally and open to public, provided that the Discipline Board, upon instance of a party requests for close-door hearings in the interest of privacy, decency or public morals
- 6.6.6. 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
- 6.6.7. 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
- 6.6.8. Minor offenses shall be handled by the Local Student Discipline Board (LDB)
- 6.6.8.1. Any minor offense committed if *caught in the act* (in flagrante delicto) shall be dealt with by the OSD with urgency and exigency
- 6.6.8.2. The OSD/LDB shall inform the parent/guardian of the student being charged as it deems necessary
- 6.6.8.3. Any minor offense reported and properly filed in the OSD shall be submitted to the LDB which shall then be convened to conduct a preliminary investigation
- 6.6.8.3 (a) If the complaint is substantial, the OSD shall notify the student in writing of the charges against him/her, including evidences and witnesses.
- 6.6.8.3 (b) Depending on the nature of and circumstances surrounding the offense, the LDB may or may not conduct an actual hearing
- 6.6.8.3 (c) If the complaint is without merit, a Notice of Case Dismissal shall be given in writing
- 6.6.8.3 (d) If hearing is warranted, the student shall be given the opportunity to answer the charges, including counter-presentation of pieces of evidence/witnesses; otherwise, the LDB shall summarily resolve the case/complaint
- 6.6.8.3 (e) Sanction, if called for, shall be decided upon by the LDB and a Memorandum of Disciplinary Action (MDA) shall be recommended for implementation
- 6.6.8.4. The MDA for minor offenses meted out to erring students shall be implemented by the OSD.
- 6.6.8.5. Sanctions for minor offenses are unappealable.
- 6.6.9. Major Offenses shall be handled by the Campus Student Discipline Board (CDB) or the University Student Discipline Board (UDB), depending on the gravity of the offense.
- 6.6.9.1. 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, etc.); upon receipt by the OSD, the same shall be submitted to the Chairman of the CDB or UDB not later than two

working (2) days

- 6.6.9.2. 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.
- 6.6.9.3. The CDB or UDB shall inform the parent/guardian of the student being charged as it deems necessary
- 6.6.9.4. 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.
- 6.6.9.5. 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.
- 6.6.9.6. 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.
- 6.6.9.7. 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.
- 6.6.9.8. 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
- 6.6.9.9. The records of the hearing with the report of findings and the recommendation shall be signed by the majority of the members of 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.
- 6.6.9.10. 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.
- 6.6.9.11. The official report shall be submitted to the Office of Academic Affairs or the Office of the Executive Director and shall be reviewed if warranted.
- 6.6.9.12. The MDA to students found guilty of committing any major offense shall be

implemented by the OSAS (or OSD) for sanctions less than 15-day suspension.

- 6.6.9.13. 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.
- 6.6.10. The parent/guardian shall be notified of the disciplinary action (or sanction) for any and all offenses committed by the student.
- 6.6.11. The student subjected to or meted out with disciplinary action for major offenses has the right to appeal.
  - 6.6.11.1. The appeal shall be made on the following grounds:
    - a) Due process was not provided to the student, (i.e., there is evidence that some aspect of the investigation/hearing was prejudicial, arbitrary, or capricious);
    - b) Significant new information, not reasonably available at the time of the investigation/hearing, has become available; and
    - c) The disciplinary action (or sanction) imposed is not proportionate to the nature and seriousness of the offense.
  - 6.6.11.2. The student must submit a written Notice of Appeal to the issuing authority within twenty-four hours 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.
  - 6.6.11.3. The Vice-president for Academic Affairs or 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 # 6.7.6 shall be adopted here.
  - 6.6.11.4. Pending appeal, the MDA shall not be implemented yet.
  - 6.6.11.5. 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
    - a) decides not to accept the appeal, the student will be notified in writing and the MDA will take effect immediately;
    - b) 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;
    - c) 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 OSAS/OSD or Discipline Board a reduction or altering of (not to exceed) the original sanction.The MDA will take effect immediately as soon as (b) or (c) above has been complied with.
  - 6.6.11.6. The SAC shall decide the appeal within five (5) days from its acceptance.
- 6.6.12. 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.

- 6.6.13. 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.

## 6.7. The Board of Discipline

- 6.7.1. 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.

- 6.7.2. 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 prescribed period. The 5-man board shall be composed of the: Director of the Office of Student Affairs and Services; Asst. Director, Office of Student Discipline; a representative from the Administration; a representative from the Faculty; and any one from among these three (3) officials: Dean or Assoc. Dean of the College where the student respondent is registered or Director for Academic Affairs of the campus where the student comes from.

The board shall choose from among themselves the Chair and Co-chair. The elected Chair may request for a competent staff (recorder, secretary, etc.) to assist the board.

Two students may sit with the UDB without right to vote: the SSCC President or the SSC President (of the campus where the respondent is registered) or their authorized representative, and another bonafide student chosen by the student respondent.

- 6.7.3. The Campus Student Discipline Board (CDB)

The area of jurisdiction of the CDB is within the particular campus.

It shall be appointed for a certain prescribed period by the VPAA (or his/her representative) or the Executive Director of the campus. The 5-man board shall be composed of the: Campus Head, Office of Student Discipline; Coordinator/In-charge, Office of Student Discipline of the College where the respondent is registered; a representative from the Faculty; a representative from the Administration and any one from among these three (3) officials: Dean or Assoc. Dean of the College where the student respondent is registered or Director for Academic Affairs.

The board shall choose from among themselves the Chair and Co-chair. The elected Chair may request for a competent staff (recorder, secretary, etc.) to assist the board.

In any disciplinary case, two students may sit with the board without right to vote: the SCC President (of the campus where the respondent is registered) or his/her authorized representative, and another bonafide student chosen by the student respondent.

#### 6.7.4. The Local Student Discipline Board (LDB)

The area of jurisdiction of the LDB is within the particular College or Department. It shall be appointed by the Director of the Office of Student Services for a certain prescribed period. The 3-man board shall be composed of the following: Coordinator/In-charge, Office of Student Discipline (College or Department); Coordinator/In-charge, Office of Student Organizations and Activities (College or Department) or any competent faculty member; Assoc. Dean or any Department Chair (College or Department) or any competent faculty member.

In any disciplinary case, two students may sit with the board without right to vote: the College Council President or his/her authorized representative from the College Council; and another bonafide student chosen by the student respondent.

6.7.5. In any student disciplinary proceedings, the Council President (or the authorized representative) may participate in the discussion. The *other* student is just an observer.

6.7.6. 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.

6.8. **Legal Counsel of the University.** The legal counsel of the University shall always be consulted in any student disciplinary proceedings.

### 7. Student Grievance

Students have the right to air their grievance against any member of the University community. Though grievances are best settled through dialogue and discussion between the parties involved, formal grievance may be pursued to thresh out officially and properly opposing issues and concerns.

Grievance refers to any controversy between a student as the aggrieved party and a member of the University community as respondent. A grievance is considered informal when made orally. It becomes formal when a grievance is reduced into writing and duly signed to make it an official complaint.

Any formal grievance/complaint should be settled officially following a definite set of procedures.

7.1. The grounds for grievance generally include allegations of unfair treatment, discrimination, curtailment of rights, unequal application of a written campus policy or an established practice, such as (but not limited to) :

- a. discrimination in membership in and/or admission to student organizations, sports/cultural groups, etc.;
- b. arbitrary decision by an administrator or official regarding permitting individual or group activities;
- c. unjust academic practices such as, unreturned test papers, unevaluated homework or assignments, coverage of exams not included in the syllabus, favoritism by faculty members, questionable grades given, late submission of grades by faculty members, etc.;

- d. prejudiced decision in the academic evaluation of a student's performance as in thesis defense, etc.;
  - e. misuse of faculty authority such as pressuring students into supporting a political or social cause;
  - f. failure by a University personnel to perform his task/function promptly;
  - g. unfair or irregular or negligent or improper conduct by a University personnel;
  - h. failure by the University and/or the University personnel to make a decision within a timely manner;
  - i. arbitrary disciplinary actions without regard to due process;
  - j. discrimination in the access to University resources and facilities;
- 7.2. A Student Grievance Board (SGB) shall be established in every campus or cluster. The Vice-president for Academic Affairs or the Executive Director shall appoint the members of the SGB. The five-member board consists of the following: College Dean or Associate Dean, an administration official, a competent member of faculty, an official from the Office of Student Affairs and Services (or SOA or OSD), and a representative from the Supreme Student Council (SSC).
- No individual shall be a member of the SGB in which he/she is related to either party (complainant and respondent) within sixth degree of consanguinity or affinity, to whom he/she has fraternity/sorority relation to either party. In such situations, the appointing authority shall make the necessary new appointments.
- The SGB shall choose from among themselves the Chair and Co-chair. The elected Chair may request for a competent staff (recorder, secretary, etc.) to assist the SGB.
- The SSC representative may ask the VPAA for a review of board membership for valid reasons.
- 7.2.1. The SGB has the following tasks:
- a) To hear and decide all grievances officially filed by students against any member of the University community
  - b) To define procedural tasks in the conduct of its hearings.
  - c) To call on witnesses whose assistance is necessary to arrive at a just and fair decision.
  - d) To have access to all information and documents pertinent to the case.
  - e) To recommend to the appropriate authority measures relevant and consistent to its findings.
- 7.2.2. If the grievance is informal, the parties shall settle it informally by face-to-face meeting and dialogue. The head of the office (see # 7.3) where the complaint is referred to shall assist/mediate the two opposing sides to reconcile their differences.
- 7.2.3. If the dialogue fails, and the student decides to pursue the grievance formally, the following steps are to be taken :
- ✓ The student files a written complaint with the SGB at anytime during the term but not later than two (2) weeks after the start of the following term.



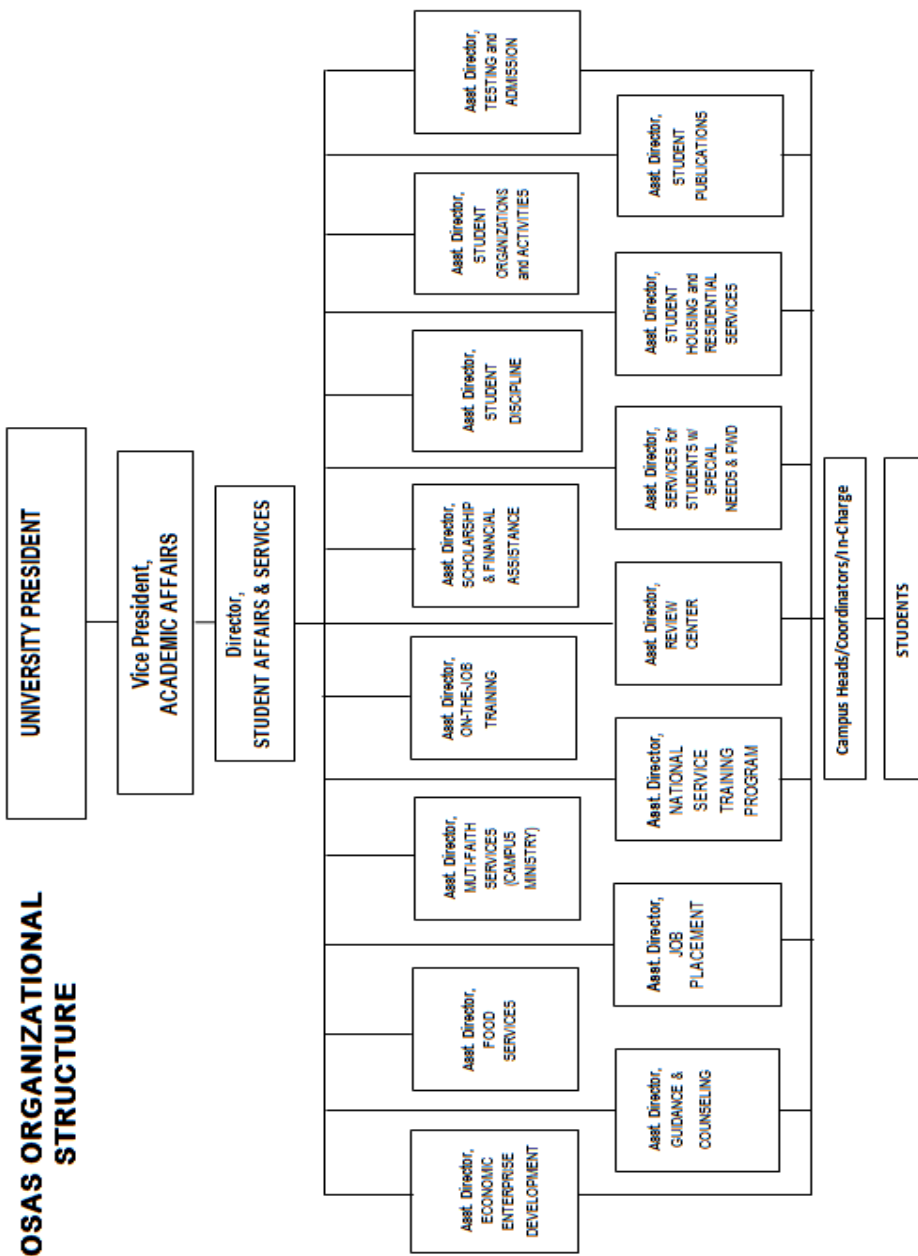
- ✓ The complaint should be duly signed by the student with course, year, section, home address, contact number.
- 7.2.4. The formal complaint should contain the following:
- ✓ The name of the person/office subject of complaint
  - ✓ Narration of the facts and circumstances surrounding the complaint
  - ✓ The action desired to be taken
- 7.2.5. Upon receipt of the complaint, the respondent shall be required to answer the complaint in writing within three (3) working days from receipt of the letter. A copy of the complaint should be attached to the letter.
- 7.2.6. Failure of the respondent to answer the complaint in writing within the period required shall not preclude the SGB to pursue the case.
- 7.2.7. Upon receipt of the written answer by the respondent, the SGB evaluates the complaint and the answer. If clarification is warranted, the parties may be called to meet for this purpose within three (3) working days.
- 7.2.8. Within three (3) working days after the meeting in which sufficient facts and pieces of evidence exist on which to base a resolution, the SGB resolves the case. The resolution shall be in writing stating the supporting reasons.
- 7.2.9. Either party, when dissatisfied with the decision, may file an appeal to the next higher academic/administrative office or body.
- 7.2.10. If in case the respondent fails to participate in the proceedings despite repeated summons, then the full weight of the University code and other pertinent policies shall be utilized to effect authority.
- 7.3. The student complaint against whom and to which office shall be filed with :
- | <i>...Against</i>              | <i>...Office</i>         |
|--------------------------------|--------------------------|
| Non-Academic Personnel         | Administrative Office    |
| Co-Academic Personnel          | Department Chair or Dean |
| Faculty Member                 | Department Chair or Dean |
| Department Chair or Asso. Dean | Dean                     |
- 7.4. If the subject of complaint is either the Executive Director, Dean, Vice-President or any Administration Official, the student shall refer it to the Supreme Student Councils Confederation through its President who shall then forward the matter to the University President.
- 7.5. The implementation of the decision or resolution of the case by the SGB, when adverse to the official/faculty/employee respondent, shall be subject to the provisions of the University Code and other pertinent codes of the University.
- 7.6. If the complaint by students against non-students in the University community (except campus visitors) does not fall in the category as stated in item # 7.1, and it constitutes grave matter such as harassment (of all kinds, types and methods), illegal solicitation, and other personal violations somewhat akin to most offenses mentioned in item # 6.2, then this shall be formally filed to the higher administration office such as the Office of the Executive Director or Office of the Vice-president.
- 7.7. In such case, the matter of investigation/hearing/resolution including procedural tasks and appeals shall use the available policies/rules/regulations stipulated in the

Faculty Code, Employee Code, University Code, and those in the CHED or the Civil Service.

- 7.8. The circumstances surrounding the complaint should be within University premises or during any off-campus University-sponsored activities.
- 7.9. If the complaint by students is against campus visitors, then any University authority should assist the student in lodging the report or complaint to the Administration where the best legal remedy should be made available with the help of the University legal counsel.
- 7.10. In all instances of the grievance hearing process, the student complainant shall be granted privilege to be accompanied by his/her best friend (as observer only) for moral support aside from the possible presence of his/her parent/guardian.
- 7.11. Any act of intimidation, threat of retaliation or retaliatory behavior, verbal or written, on the part of the respondent against the student complainant is forbidden and may be regarded as a basis for disciplinary action.
- 7.12. A student must proceed with a complaint in good faith. Abuse of process, malicious or frivolous complaints may be basis for disciplinary action in accordance with item # 6.2.28.
- 7.13. In case of withdrawal of complaint, the Grievance Board shall determine whether or not the case shall continue in the interest of the University.
- 7.14. If the subject of complaint is a fellow student, and the complaint is not considered minor nor major offense as determined by the authorities and/or as stipulated in this Norms, then the SSC/SSCC may form its own Student Grievance Committee composed mainly of students. The SSC/SSCC and the OSAS shall carry out the parallel tasks under this section (including formulation of grounds, appeals, format and procedures) to resolve the matter.

## **8. Application and Effectivity**

- 8.1. The Norms of Conduct for College Students shall also be valid for the students of College of Law and the Graduate School where applicable.
- 8.2. The Norms of Conduct for College Students shall not apply to high school students nor to elementary pupils.
- 8.3. In case of conflict between the provisions stated here, especially Item # 6 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 the Norms of Conduct for College Students shall prevail.
- 8.4. If any section or provision of the Norms of Conduct for College Students shall be officially declared invalid or null or void, the other sections or provisions not affected thereby shall remain in full force and effect.
- 8.5. Any revision of the Norms of Conduct for College Students shall take effect immediately upon approval by the Board of Regents and adoption by the University.



**“Build the dream, Shape the future, Uphold the Sublime”**

**VISION**

A leading university in the region which shapes a globally competent citizen imbued with moral courage nurtured through values and quality education

**MISSION**

Batangas State University commits to develop productive citizens by providing the highest standard of instruction, research, extension service and production through value-laden learning experiences, community partnerships and internationalization.

**CORE VALUES**

- ✓ SPIRITUALITY
- ✓ NATIONALISM
- ✓ HARMONY AND TEAMWORK
- ✓ COMMITMENT TO EXCELLENT SERVICE
- ✓ HUMAN DIGNITY AND GENDER EQUALITY
- ✓ TRANSPARENCY, HONESTY AND ACCOUNTABILITY
- ✓ CONCERN FOR THE ENVIRONMENT

**PLEDGE OF STUDENT RESPONSIBILITY**

As a mature individual, duly enrolled at Batangas State University, I declare that I am personally responsible for my actions and the consequences of my actions, whether on campus or off campus, especially pertaining to the policies, rules and regulations that are specified in the “Norms of Conduct for College Students”.

Accordingly, I give my word of honor to abide by its content and principles; acknowledging that failing to keep faith with this pledge can lead to disciplinary measures so stipulated herein.

\_\_\_\_\_

Name of Student (in print) and Signature
SR Code

\_\_\_\_\_

Gender
Campus
College
Course, Year, Section

\_\_\_\_\_

Parent / Guardian
Date

**(Please photocopy this page; fill it up; and return it to the Office of Student Discipline.)**