SECTION 1. GENERAL DIRECTIVES

1.1. All graduate students enrolled in De La Salle University are required to comply with the provisions of the Graduate Student Handbook. They should familiarize themselves with its contents. Ignorance of any provision of the Handbook does not excuse any student from being sanctioned for non-compliance.

1.2. All students should respect Catholic practices in campus such as praying the Angelus and praying before and after class.

1.3. The University recognizes the hazards of smoking to health and declares the University premises a “cigarette and tobacco-free area.”

1.4. Students should be polite and courteous towards all persons within the University premises.

1.5. All students should present themselves prepared for each class.

1.6. Upon admission, students are issued original identification cards (ID) with computer-registered student numbers. Students should always have their ID on their person to be presented to authorities if requested. The ID is valid as long as the student is enrolled in the University and may not be confiscated.

1.7 The loss of an ID should be immediately reported to the Student Discipline Formation Office (SDFO). A new ID will be issued within five (5) working days after payment for replacement has been made.

Students who lose their ID for the third time should present an affidavit of loss, pay an additional fine (equivalent to the cost of the ID), and render four hours of service to their academic department. Without the affidavit, they will not be issued a new ID.

The fourth and succeeding loss of an ID will be charged with a minor offense.

1.8 Students who left their ID must proceed to either the Br. Andrew Gonzalez FSC Hall entrance, Taft Avenue side, or to the South Gate and the person/s on duty shall access the De La Salle University database to verify the identity and enrollment of the student. Students will be allowed to enter upon the verification of the person/s on duty. The student will then be given a one-day campus pass to serve as their ID for the day. This temporary ID should be surrendered by the student at the end of the day. Failure to surrender the temporary ID will be charged with a minor offense. Students who enter the campus premises without an ID for three consecutive days will be tagged with one lost ID and should comply with the procedure set in Section 1.7.

Students who enter the campus premises without an ID for three non-consecutive days will be required to render four (4) hours of service to their academic department.

The fourth and succeeding entry into campus without an ID will be charged with a minor offense.
1.9 Students are liable for false information on their ID, registration forms and other school documents. Students who have transferred residence or have changed their civil status should inform the Office of the University Registrar (OUR) through the process of changing information. Any written communication sent to the last recorded address of the students or through their official DLSU e-mail accounts should be considered delivered even if returned.

1.10 Students are regarded as responsible individuals by the University from the time they are admitted. Consequently, it is the duty of students to keep themselves updated on their academic standing, the status of their attendance including the consequences of their failures and absences. Notices regarding these matters are sent by the University only by way of courtesy and do not relieve the students of their obligation. Ignorance on the part of the students of their academic standing may not be imputed to the University.

1.11 As a general rule, unless there is an announcement to the contrary, classes will proceed as usual.

1.12 Classes, both at the undergraduate and graduate levels (unless specified otherwise), are automatically suspended, without need for any announcement from the University, under the following conditions:

1.12.1 During regular holidays or when declared as a special non-working holiday by the Office of the President of the Philippines or, in the case of local holidays, by the Mayor of the City/Municipality having political jurisdiction over the campus;

1.12.2 When Typhoon Signal Number 3 or above is raised in the National Capital Region (NCR) before 8:00am;

1.12.3 When declared before 8:00am by national government agencies, such as the Office of the President, the Commission on Higher Education (CHED), or the National Disaster Coordinating Council specifically for the National Capital Region; and

1.12.4 When declared before 8:00am by the Office of the Mayor of the local government units for the areas where classes are held.

1.13 The President and Chancellor makes the decision for the suspension of classes under the following conditions:

1.13.1 In cases when the decision on the suspension of classes, for whatever reason, is left by the government to the discretion of the school;

1.13.2 In cases when the announcement of suspension of classes by the government is made after 8:00am, for purposes of standardizing the cut-off/implementation of the suspension of classes; and

1.13.3 In all other cases when the school, on its own, intends to suspend classes.
1.14 The decision of the President and Chancellor will be communicated to the Vice Chancellor for Administration for dissemination. The official announcement of the suspension of classes will be made through the following:

1.14.1 DLSU WISe (Wireless Information Services), by sending *dlsu announce* to 211 (Smart) or 2333 (Globe)
1.14.2 DLSU website (http://www.dlsu.edu.ph)
1.14.3 DLSU trunkline (524-4611)
1.14.4 Postings at the South, North, Velasco, Gokongwei, and Gonzalez gates, and at offices such as the Office of the University Registrar, the Discipline Office and the Student Council (except when suspension is made before 8:00am)
1.14.5 Campus Public Address system (except when suspension is made before 8:00am)

1.15 For campus security reasons, all students should be out of campus by 10:00 p.m. unless authorized by a permit from the Office of the Associate Vice Chancellor for Campus Development.

1.16 Students who wish to enter the campus without an ID must proceed to the South Gate Information Desk and inform the attending officer. The DO shall verify the students' enrollment and identity. The students will then be given campus passes to serve as their IDs for the day upon the approval of the DO.

1.17 The University acknowledges the right of the students to equal access to available campus space. Benches and tables in campus meant for students shall be accessible to all who wish to use them on a principle of right by physical presence. It is understood that students will occupy only the space they need. No permanent "reservation right" is acknowledged by the University.

SECTION 2. STUDENT CLASSIFICATION

2.1. Students admitted to the University are classified as follows:

2.1.1. Regular – when the student has met all the admission requirements of the program;

2.1.2. Probationary – when the student needs to fulfill certain requirements or pre-requisites of the program.

2.1.3. Conditional – when the student lacks certain documents, as indicated in the Notice of Graduate Studies Admission. Nonfulfillment of the conditions within thirty (30) working days from admission shall result in automatic cancellation of enrollment without any refund.

SECTION 3. COMMUNICATIONS

3.1 All official business with any office, unit, or department of the University, or with any administrative personnel, should be transacted in writing following the standard business letter form or through the use of the official De La Salle University email account
provided to enrolled students. Oral arrangements or agreements are not considered valid.

3.2 All letters, requests, etc. should be deposited at the Mailing Office found at the La Salle (LS) Building South Wing for routing, or sent directly to the person addressed. Communications from students are preferably typewritten.

3.3 All communications should be signed with the student's name, graduate program, and ID number.

3.4 Students should check the bulletin boards of their respective departments and their official DLSU email accounts for announcements and other communications.

3.5 Any person who transacts business with the Office of the University Registrar (OUR), Accounting Office, Student Discipline Formation Office (SDFO), Office of Student LIFE (SLIFE), and Dean’s Office for and in behalf of a student should present a duly notarized letter of authority.

SECTION 4. SOCIAL NORMS

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

4.1 Students are given the liberty to come to school dressed according to their individual tastes but they are urged to adhere to the conventions of professional grooming and are enjoined against using attires considered offensive to the sensibility of other members of the academic community.

4.2 In dealing with all the members of the University community, students are expected to observe the usual norms of politeness, etiquette and courtesy. Faculty members, administrators, or staff members may call the attention of students who display unbecoming behavior in campus or during officially sanctioned University activities outside campus.

4.3 Students should follow the usual classroom policies and procedures as well as those set by the teacher provided these are communicated and accepted beforehand by the students. Any student who violates usual classroom policies and procedures, as well as those pre-set by the teacher may be asked to report to the Student Discipline Formation Office (SDFO) and may not be admitted back to class without a re-admission letter from the SDFO. The student shall be marked “absent” for every session missed from the date he or she is sent out up to the time of re-admission. This offense will be considered a minor offense.

Disregarding classroom policies if committed three (3) times may render the student liable to be asked by the University to discontinue attending classes and given a grade of 0.0 for the particular course.
4.4 Boisterous conduct, whistling, running or any action by students which tends to distract other students from ongoing activities in class is to be avoided.

4.5 Cellular phones and other electronic communication devices should be turned off or placed in silent mode during class.

4.6 The blackboard, chalk and the multimedia projectors are to be used only for instructional and official announcements from school authorities. Feet should be kept off furniture and walls, and equipment should be handled with reasonable care and properly stored after use. Smoking, eating, drinking and playing cards in classrooms are prohibited.

4.7 It is expected that respect and deference be shown to all visitors on campus. The usual norms of etiquette, as well as posted directions, should be carefully observed in classrooms, in the library, in the canteens, in dealing with administrative and office personnel, with members of the faculty, co-academic personnel, coeds and security guards.

4.8 It is considered unethical for any student to make any unfavorable remark towards another, including sexist remarks. Areas exclusively used by men or women which are marked accordingly (ladies’ and men’s rooms) are off limits to the opposite sex.

4.9 Healthy interaction with members of the opposite sex is encouraged by the University. However, acts or gestures which tend to offend other members of the community, including public display of physical intimacy, are not tolerated.

4.10 The University encourages students to use campus facilities for meetings and for social, cultural and recreational activities related to their graduate studies, but reserves the right to deny the use of such facilities to those who do not abide by University regulations on the use of such facilities.

4.11 Students who invite guests from outside the campus (e.g., lecturers, speakers and seminar participants) are requested to submit a visitors list to the Office of the AVC for Campus Development, indicating the name of the campus visitors, the purpose of their visit, and the expected time of their arrival. This will be forwarded to the security-on-detail for proper information. Guests should be accorded the proper courtesy due their position or rank at all times.

4.12 Any report of a student exhibiting unbecoming behavior automatically brings about an inquiry by the Director of Student Discipline Formation. Such action may render a student liable to be discharged from the University, upon investigation by the University Student Discipline Board.

4.13 Any student suspected to be a threat or danger to himself or herself and to others due to psychological reasons should be referred to the Director of the Office of Counseling and Career Services (OCCS). The Vice Dean of the college where the student belongs shall convene a committee whose members include, the OCCS Director, a Student Discipline Formation Office representative, a representative from the University Clinic and a student and faculty representatives who personally know the student concerned. The Committee shall evaluate and recommend measures to the Vice Dean concerned on
how the student can be helped. The Vice Dean, upon relevant consultation, may make a
decision on whether to allow the student to enroll or to go on leave. This decision is final
and executory.

4.14 Students may not participate in any outside activity, contest, play, band, orchestra, choir,
conference, association, society, or group as representatives of the University or any of
its recognized student organizations, without written authorization by the Dean of
Student Affairs. Participation in activities as individuals and not as representatives of the
University is, of course, not contemplated in this reservation.

4.15 Students may release to the press or similar channels of public communication notices
of University or student activities, only after securing clearance from the Office of
Strategic Communications through the Dean of Student Affairs.

4.16 Hazing and initiation activities that clearly inflict bodily or psychological harm or demean
the dignity of the individual are not allowed. Such act constitutes a major offense and is
subject to the disciplinary sanctions listed in this Handbook. The University is not
responsible for the actions of students who on their own, without regard for the existing
law, and despite awareness of possible grave punitive sanctions, will engage in such
activities, either actively or passively.

4.17 Guidelines on Academic Honesty

Preparations of Papers and Other Works: Plagiarism. All works submitted such as
homework, assignments, papers, examinations and the like are expected to be the
student’s own work. Students should always take great care to distinguish their own
ideas and knowledge from information derived from sources. The term “sources”
includes not only published primary and secondary material, but also information and
opinions gained directly from other people. The responsibility for learning the proper
forms of citations lies with the individual student. Quotations must be properly placed
within quotation marks and must be completely acknowledged. Whenever ideas or facts
are derived from a student’s reading or research, the sources must be indicated.

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

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

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

4.18 The University recognizes the value of being genuinely concerned for the environment.
All members of the University are encouraged to observe Practices which put this value
into action.
SECTION 5. CREDIT, GRADING AND RETENTION

5.1 Each program has a prescribed minimum number of academic units. The curriculum for the master’s degree usually has a minimum total of thirty-six (36) units. The total number of required units for the doctoral programs varies, with the minimum being thirty (30) units.

5.2 In general, credit for a course is determined by the number and length of class meetings per week per trimester. Thus, a class meeting for three hours a week for one trimester gives three hours of credit. Some classes designated as laboratory require two or three hours to equal one trimester hour of credit. In the case of the College of Law, Clinical courses (such as Apprenticeship and Clinical Practice) may require a different number of hours to be completed.

5.3 Prompt and regular attendance in all class sessions is required throughout the term. The following are the rules on student attendance.

5.3.1 Students render themselves ineligible for a passing grade in a given course for the trimester if they are absent from class for more than two and a half times the number of class meetings in a week, such as: more than 12-1/2 times in a class meeting five times a week; more than 10 times for a class meeting four times a week; more than 7-1/2 times for a class meeting thrice a week; more than five times for a class meeting twice a week; more than 2-1/2 for a class meeting once a week.

5.3.2 A student is considered late or tardy and receives a half-absence if he or she arrives in class during the first third fraction of the scheduled class time but not to exceed thirty (30) minutes. A student is considered absent from class if he or she is not present within the first third fraction of the scheduled class time but not to exceed thirty minutes. Thus, a student is considered absent if he or she arrives after:

- 20 minutes, for a 60-minute class;
- 30 minutes, for a 90 to 180 minute class (laboratory or lecture)

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

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

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

5.5.1 Before the start of classes, all faculty members must determine the performance standards and the weight assigned to each standard in grading that course. The
faculty must disclose to the students his or her grading system (i.e., performance standards and respective weights assigned) at the beginning of the trimester.

5.6 The University adopts the grading system below for its graduate programs:

5.6.1 Diploma/Certificate programs

<table>
<thead>
<tr>
<th>Grade Point</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>Excellent</td>
</tr>
<tr>
<td>3.5</td>
<td>Superior</td>
</tr>
<tr>
<td>3.0</td>
<td>Very Good</td>
</tr>
<tr>
<td>2.5</td>
<td>Good</td>
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<td>2.0</td>
<td>Satisfactory</td>
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<tr>
<td>1.5</td>
<td>Fair</td>
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<td>1.0</td>
<td>No credit</td>
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<tr>
<td>0.0</td>
<td>Failed</td>
</tr>
<tr>
<td>7.0</td>
<td>Passed (for Pass/Fail courses)</td>
</tr>
<tr>
<td>8.0</td>
<td>Failed (for Pass/Fail courses)</td>
</tr>
<tr>
<td>9.9</td>
<td>Incomplete/Deferred</td>
</tr>
<tr>
<td>A</td>
<td>Audit</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
</tr>
</tbody>
</table>

For the diploma programs, courses for which grades below 1.5 were obtained should be repeated.

A grade of INC becomes a “W” after (1) term if the student fails to complete the course. The highest completion grade that a student may receive is 3.5.

5.6.2 Master’s

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
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</tr>
<tr>
<td>1.5</td>
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<td>1.0</td>
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</tr>
<tr>
<td>0.0</td>
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<td>7.0</td>
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<tr>
<td>8.0</td>
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</tr>
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<td>9.9</td>
<td>Incomplete/Deferred</td>
</tr>
<tr>
<td>A</td>
<td>Audit</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
</tr>
</tbody>
</table>

For the Master’s programs, courses for which grades below 2.0 were obtained should be repeated.
A grade of INC becomes a “W” after one (1) term if the student fails to complete the course. The highest completion grade that a student may receive is 3.5.

5.6.3 Doctoral

<table>
<thead>
<tr>
<th>Grade Point</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>4.0</td>
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<td>9.9</td>
<td>Incomplete/Deferred</td>
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<tr>
<td>A</td>
<td>Audit</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
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</tbody>
</table>

For the doctoral programs, courses for which grades below 2.5 were obtained should be repeated.

A grade of INC becomes a “W” after one (1) term if the student fails to complete the course. The highest completion grade that a student may receive is 3.5.

5.6.4 Juris Doctor

<table>
<thead>
<tr>
<th>Grade Point</th>
<th>Description</th>
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<tbody>
<tr>
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<tr>
<td>3.75</td>
<td>Superior</td>
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<tr>
<td>3.50</td>
<td>Superior</td>
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<tr>
<td>3.25</td>
<td>Very Good</td>
</tr>
<tr>
<td>3.00</td>
<td>Very Good</td>
</tr>
<tr>
<td>2.75</td>
<td>Good</td>
</tr>
<tr>
<td>2.50</td>
<td>Good</td>
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<td>2.25</td>
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<tr>
<td>2.00</td>
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<tr>
<td>1.75</td>
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<tr>
<td>1.25</td>
<td>Fair</td>
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<tr>
<td>1.00</td>
<td>Passed</td>
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<tr>
<td>0.00</td>
<td>Failed</td>
</tr>
<tr>
<td>7.0</td>
<td>Passed (for Pass/Fail courses)</td>
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<td>A</td>
<td>Audit</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
</tr>
</tbody>
</table>
For the Juris Doctor program, a grade of INC becomes a failing grade after one (1) academic year if the student fails to complete the course. The highest completion grade that a student may receive is 3.50.

5.7 The Trimestral Grade Point Average (TGPA) refers to the weighted average of grades in all academic courses taken in a given trimester, whereas the Cumulative GPA (CGPA) refers to the weighted average of grades in all academic courses from the first term in which the student was enrolled up to the trimester just finished.

5.8 Only grades in courses taken at De La Salle University shall be included in the computation of the cumulative GPA. Any and all grades obtained in academic courses are included in the computation of the trimester and cumulative GPA for as long as such grades have been obtained at DLSU, regardless of the program under which they were obtained and whether they were credited to the current program or not.

5.9 The GPA may obtain through the following procedure:

5.9.1 Multiply the credit for each course by the corresponding grade points merited in each course to get the honor points. Units corresponding to undergraduate pre-requisite/refresher courses, Pass/Fail courses, and audit courses are not included in the computation.

5.9.2 Add all the honor points to get the total; and

5.9.3 Divide the total honor points by the total number of credit units during the trimester. Indices are computed to four decimal places rounded off to three.

5.10 Credit and grading for transferees are governed by the following terms and conditions:

5.10.1 Evaluation of transfer of credits is subject to the approval of the Vice Dean and the University Registrar, upon the recommendation of the Chair/Graduate Coordinator of the academic department.

5.10.2 A maximum of one-third (1/3) of the total number of academic units (excluding thesis/dissertation) required for the degree at DLSU-Manila may be accepted as transfer credits.

5.10.3 Courses taken from another school should be credited on the first term of studies at DLSU-Manila. No other courses taken from another school may be credited subsequent to this, unless covered by the issuance of a cross-enrollment permit from the Office of the University Registrar (OUR).

5.10.4 Courses counted to earn a separate degree, whether at DLSU-Manila or in another school, are not eligible for crediting.

5.11 The final grades may be viewed online through the My LaSalle Account. Faculty will be available for consultation during the Grade Consultation Day.
5.12 Students who wish to petition for a change in a trimestral grade should ask the faculty member(s) concerned to fill out the necessary forms and comply with the procedures for change of grade. Application for change of grade by faculty members (using the appropriate form for change of grade) will be entertained only if such completed forms are received at the OUR. The deadline for applying for a change of grade is indicated in the University Calendar and is generally one week after the Grade Consultation Day. After this deadline, no petition for changes of grades shall be honored and the original shall be retained.

5.13 The following are the rules governing program residency:

5.13.1 Program residency refers to maximum number of years a student has to complete his program. Program residency is reckoned from the date of admission to DLSU.

5.13.2 A student in the master’s program is given a maximum of eight (8) years to complete his program. A student in the doctoral program is given a maximum of ten (10) years to complete his program.

For the College of Law, a student is given a maximum of six (6) years to complete the program. The Dean may, at his discretion, give the student a one year grace period but in no case shall the student’s residency exceed a total of seven (7) years.

5.13.3 A student who goes beyond the maximum program residency will be required to take one (1) penalty course for every year of extension, for a maximum period of three (3) years and five (5) years for masters and doctoral programs, respectively.

For graduate students with ID number 105 and below they may be exempted from penalty courses if they have passed the comprehensive exam stage or its equivalent.

For the College of Law, a student may be given a grace period of one year subject to the approval of the Vice Dean but in no case shall the student’s residency exceed a total of seven (7) years.

5.13.4 The student is responsible for monitoring the status of his or her eligibility. No prior notice from DLSU is needed.

5.13.5 Pre-enrollment of students who have become ineligible in the program and at will be invalidated automatically.

5.13.6 A student who has exceeded the maximum program residency (as defined in 5.13.2) will have to secure permission from the Vice Dean to continue enrollment in the University.
5.14 Based on the results of the admission examination, a student may be required to take Advanced Technical Reading and Writing – ENGM (3 units) and ENGM (3 units) as pre-requisite courses to the program, subject to the following:

5.14.1 A student unable to meet the cut-off for the qualifying exam is required to enroll ENGM (3 units) not later than the second term of enrollment and ENGM (3 units) not later than the third term of enrollment.

5.14.2 The course ENGM is a pre-requisite to ENGM. As such these courses may not be taken simultaneously. Moreover, a student may enroll in ENGM only after earning credit for ENGM.

5.14.3 A student required to undergo Advanced Technical Reading and Writing may be allowed to proceed to other courses in the program only after earning credit for ENGM and ENGM. However, other courses may be enrolled simultaneously with ENGM and ENGM.

5.14.4 The course ENGM and ENGM cannot be waived as a requirement for the completion of the program.

5.14.5 A student not required to undergo Advanced Technical Reading and Writing may opt to enroll the same for audit purposes.

5.14.6 A student who obtains a grade of 3.0 or higher in ENGM need not enroll ENGM.

5.15 A student who incurs two (2) grades of “0.0” is rendered ineligible for re-enrollment in the program. A student rendered ineligible in a program may shift to another program.

5.16 A student may shift to another program, subject to the following guidelines:

5.16.1 Shifting is transferring from one program to another in the same level. Thus, a student in a diploma/certificate program may not shift to a master's program. In this case, the student needs to undergo the usual admission process for entry into the master’s program;

5.16.2 A student may shift a maximum of two (2) times for the duration of his stay at DLSU;

5.16.3 Student may apply to shift to the same program, in cases when both an old and a new curriculum exist. These cases do not count against the maximum number of allowable shifting;

5.16.4 A student may apply for shifting through the Application for Shifting (Form No. E-04C) available at the OUR, subject to an application fee;

5.16.5 An application for shifting, if and when approved, is effective the succeeding term. Results of shifting application are released before the pre-enrollment period to allow students to enroll in courses under the new program.
SECTION 6. ENROLMENT

6.1 A full-time student may enroll for a maximum of twelve (12) units during the trimester. A part-time student, on the other hand, may enroll for a maximum of nine (9) units during the trimester. Students may take an overload upon the approval of the Vice Dean and the University Registrar.

6.2 Regular graduate classes have the following standard schedules:

   Week nights – 1800 to 2115 (meeting once a week)
   1800 to 1930 (meeting twice a week)

   Saturdays - 0800 to 1115
   1200 to 1515
   1530 to 1845

6.3 Only courses to be counted towards earning the degree in the current program may be enrolled for credit. Students who wish to enroll in courses outside the curriculum for additional knowledge and the like must do so without credit (audit).

6.4 A student who cannot enroll in any regular/special class must enroll for residency via the My. LaSalle (MLS) portal within the first two (2) weeks from the start of the term. The student on residency is considered a bona fide student for the term and may avail of University services (campus entry, insurance, internet access, medical/dental) and does not need to apply for re-admission upon return. However, a student who is not enrolled in residency or in any regular or special class needs to apply for returnee status before re-enrollment, subject to an assessment of a returnee fee.

6.5 A student is required to attend the Institutional Orientation for New Graduate Students. If they fail to attend during their first term of enrollment, the student will be automatically charged of the orientation fee until he attends the Orientation. Failure to attend the orientation on their third term will automatically prohibit the student to take the subjects for the term. (The mandatory requirement to attend the Institutional Orientation is applicable to graduate students with ID#109 and above.)

6.6 A student with two “incomplete” (INC) grades at the time of enrollment will not be allowed to enroll.

6.7 The University adopts an on-line pre-enrollment system, where old students enroll for the succeeding term before the end of the current term through the MLS portal. The procedures for enrollment are as follows:

   6.7.1 Re/Activation of MLS account

   Students who have paid their tuition fee for the current term within the deadline of payment need not re activate their accounts.

   Re/activation of accounts is done through http://my.dlsu.edu.ph/create_account.asp. The system will require the Official Receipt number relating to the tuition fee payment for the current term. Students
who lost their Official Receipt need to re/activate their account manually at the Help Desk of the Information Technology Center (ITC) at the Gokongwei Building, room G305.

Students who are under scholarship from the University (SFA, faculty development, staff development, etc.) need to check if their student accounts are still active.

Graduate students enrolled in any courses or in residency in the current term may enroll their courses for the following term on-line.

6.7.2 Academic Advising

Students should check the courses (and their respective course codes) offered for the following term. These are available through the MLS account and posted at the bulletin boards of the Office of the University Registrar (OUR), the Office of the Vice Dean, and the academic departments.

Students may discuss the courses they intend to enroll in, including alternative courses, with the Graduate Program Coordinator of their academic department.

Only regular courses and residency may be enrolled on-line. Non-coursework enrollment shall be done manually at Window 8 of the Office of the University Registrar following the schedule below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Comprehensive Exam</td>
<td>5 to 6</td>
</tr>
<tr>
<td>Oral Comprehensive Exam</td>
<td>9</td>
</tr>
<tr>
<td>Thesis/Dissertation Writing 1 only</td>
<td>9</td>
</tr>
<tr>
<td>Thesis/Dissertation Writing 1 onwards</td>
<td>1 to 2</td>
</tr>
<tr>
<td>Proposal Defense</td>
<td>1 to 9</td>
</tr>
<tr>
<td>Final Defense</td>
<td>1 to 7</td>
</tr>
</tbody>
</table>

Course codes and other course details (such as schedule, room, etc.) must be copied carefully.

6.7.3 On-Line Enrollment

The schedule for on-line enrollment is announced by the OUR two (2) weeks before the actual enrollment schedule.

On the scheduled date of enrollment, students must proceed to an Internet-enabled computer and log-in to their MLS account (using their graduate studies student account) from 0800 to 1900 (Mondays to Fridays) and from 0800 to 1200 (Saturdays).

Students should click on the link “Enroll Courses” found at the left-hand side of the page under the category “Registrar’s Office” and follow the detailed procedure for adding/dropping of courses. The confirmation page may be printed for reference.
6.7.4 Claiming of Enrollment Assessment Form

The Enrollment Assessment Form (EAF) will be ready for pick up at the Office of the Vice Dean on the schedule provided in the postings.

6.7.5 Adjustment

Revisions in the selection of courses may be made during adjustment day held before the start of the term.

6.7.6 Payment at the Accounting Office

Students should proceed to the Accounting Office with their original or revised EAF for payment of the assessed amount. Payments made when the term has started will be assessed a surcharge.

All payments should be made at the Accounting Office. Non-payment means removal from the list of students officially enrolled.

All branches of the United Coconut Planters Bank (UCPB) and iBank are authorized to accept payments for and in behalf of DLSU-Manila. Forms are available at the Accounting Office or may be downloaded from http://www.dlsu.edu.ph/offices/accounting/payments.

6.8 The following should undergo manual enrollment during adjustment day:

6.8.1 Returnee students – those who are not enrolled in any course or in residency during the current term;

6.8.2 Late enrollees – those who did not enroll on-line;

6.8.3 Students with changes in course/sections. All requests for changes in courses, section, etc., should be made during the adjustment day; and

6.8.4 Students enrolling in audit classes.

6.9 No enrollment in regular courses will be entertained once the term has started. Only the following special enrollment will be allowed, subject to the corresponding deadlines:

6.9.1 Special classes (courses which are not offered as regular courses) – up to the end of Week 2 of the term. A dissolved class may also be converted to a special class.

6.9.2 Residency – up to the end of Week 2 of the term; done on-line; (definition of residency)
6.9.3 Practicum and Thesis/Dissertation Writing – up to the end of Week 2 of the term, except for Thesis Dissertation Writing 1 which may additionally be enrolled during Week 9 of the term;

6.9.4 Written Comprehensive Exam – from Week 5 to end of Week 6 of the term;

6.9.5 Oral Comprehensive Examination – during Week 9 of the term only;

6.9.6 Thesis/Dissertation Proposal Defense – up to the end of Week 9 of the term; and


6.10 Students should ensure that the list of courses and sections in their EAF as issued by the OUR is correct. They should also ensure that they are attending the correct courses and sections. Only students who are enrolled for credit or audit are allowed to attend classes.

6.11 Dropping/Withdrawal

6.11.1 A course may be dropped only up to the end of Week 2 of the term. Dropping of courses is done via the MLS portal. Officially-dropped courses will not appear in the Transcript of Records. Refunds for dropped course (s) comply with the CHED-approved policies governing refunds, as follows:

- 100% - before the term starts
- 90% - until the end of Week 1
- 80% - until the end of Week 2

6.11.2 After the dropping period, a student has to apply for withdrawal if he/she wishes to discontinue attending a course. A “W” appears in the Transcript of Records. A student may withdraw from a course until the end of Week 7 of the term.

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

6.12 Students enrolled as audit are entitled to the following:

6.12.1 Attend such classes only when they wish to, and incur any number of absences;

6.12.2 Privilege not to take examinations; and

6.12.3 Convert audit classes to regular classes with credit up to the end of the Week 2 of the term, upon the approval of the academic department and the University Registrar.

6.13 A student may cross-enroll in another school only after securing the written permission of the Vice Dean and the University Registrar.
SECTION 7. FEES, SCHOLARSHIPS AND PAYMENTS

7.1 All payments should be transacted directly with the Accounting Office. Tuition and special fees are posted on the bulletin board of the Office of the University Registrar (OUR) and on the website prior to and during the enrollment period.

7.2 Students may opt to avail of the United Coconut Planters Bank (UCPB) or iBank branch payment facility when paying their tuition and fees. Copies of the guidelines and procedures are available at the Accounting Office and at http://www.dlsu.edu.ph/offices/accounting/payments.

7.3 The schedule of payments is printed on the Enrollment Assessment Form (EAF) of each student and posted on the bulletin board of the Accounting Office. Generally, the last day of payment without surcharge/penalty is the last working day before the start of the term.

7.4 A student who has not paid anything on the stipulated deadline will be considered not enrolled. As such, this will automatically result in the removal of the student’s name from the official enrollment list. Students removed from the official enrollment list will also be charged an amount equal to 10% of their assessment, regardless of whether they actually attended classes or not.

7.5 A student may opt to pay on installment basis, subject to the following:

7.5.1 An installment fee will be charged to the student;

7.5.2 Initial payment, computed as 50% of tuition and 100% of fees + installment fee and other charges;

7.5.3 The balance is payable on or before the set deadline;

7.5.4 Students paying on installment basis who fail to pay the balance on the stipulated deadline will be allowed to complete the remainder of the term. However, such students will not be allowed to enroll for the next trimester and their documents (Transcript of Records, Certifications, Transfer Credentials, etc.) will be withheld until the balance is paid;

7.5.5 A student who paid on installment basis and, eventually, discontinues attending classes will have to pay the balance of his/her tuition and fees.

7.6 Students who pay beyond the deadline, whether in full or by installment, are assessed late payment charges.

7.7 The responsibility of ensuring the check is good rests with the students. They should verify that their check has been honored by the bank and, in case it has been dishonored, should settle their account immediately by paying in cash. Failure to do so has the same effect as non-payment. As such, the student is automatically deleted from the official enrollment list.
7.8 A student who paid within the regular enrollment period and whose check was subsequently dishonored will incur a penalty. Additional charges will be imposed for delays in check replacement.

7.9 Claims for refund are made according to the following policy from the Commission on Higher Education:

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

Note: The equivalent number of days for refund applies during the summer term.

7.10 Students may apply for financial assistance and scholarships at the Scholarship and Financial Assistance (SFA) Office.

7.11 Students under external scholarships are advised to coordinate with the Accounting Office regarding payment of their tuition and fees.

7.12 All enrolled students are covered by a personal accident insurance, 24 hours a day, on and off campus, for injuries caused by accident. For benefits and procedures for claiming, visit the 1911 Insurance Corp. at the St. John Hall, room JH-202.

SECTION 8. COMPREHENSIVE EXAMINATIONS

8.1 As a general rule, passing the Written Comprehensive Examinations (WCE) is a pre-requisite to thesis or dissertation writing. Students are allowed to take the WCE after they have passed all coursework of their program.

For the College of Law, passing the Written Comprehensive Examinations (WCE) is a pre-requisite to enrolling in the fourth year.

8.2 Generally, the WCE in the various programs are scheduled once each term, although some programs only schedule these annually. The WCE normally cover four (4) to five (5) areas of the major content and/or core subjects. For the College of Law the WCE will be held during the summer between third and fourth year. It will cover all the major topics tested in the bar examinations. As a general policy, a student must take all the examinations in the defined subject areas in one (1) testing period.

8.3 The guidelines for enrollment in comprehensive examinations are listed below:
8.3.1 The enrollment for WCE is similar to that for a regular course. However, this is done manually at the Office of the University Registrar (OUR) from Week 5 to the end of Week 6 of the term;

8.3.2 To enroll in WCE, the student must submit in quadruplicate the accomplished Application for Written Compre Examination (Form No. E-25). This is available at the academic department, the Office of the Vice Dean or at the Front Desk of the OUR. A copy may be downloaded from http://www.dlsu.edu.ph/offices/registrar/pdf.

8.3.3 The accomplished form must be accompanied by a Certification of Academic Completion which can be secured from the Front Desk of the OUR.

8.4 The student is officially informed about the results of the WCE by the respective departments about three (3) weeks after the end of the last testing date.

8.5 Students who fail the WCE may apply for a re-test in the area(s) where they failed. Students who fail a second time must audit the courses for which they did not pass the WCE. After auditing, they may take the WCE for the third time. A student who fails a third time in any of the areas of the WCE is rendered ineligible to continue in the program.

8.6 Some programs may require a separate Oral Comprehensive Examination (OCE). The guidelines for enrollment in OCE are listed below:

8.6.1 The enrollment for OCE is similar to that for a regular course. However, this is done manually at the OUR during Week 9 of the term only.

8.6.2 To enroll in OCE, the student must submit in quadruplicate the accomplished Application for Oral Compre Examination (Form No. E-26). This is available at the academic department, the Office of the Vice Dean or at the Front Desk of the OUR. A copy may be downloaded from http://www.dlsu.edu.ph/offices/registrar/pdf.

8.6.3 The accomplished form must be accompanied by a Certification of Academic Completion which can be secured from the Front Desk of the OUR.

SECTION 9. THESIS AND DISSERTATION

9.1 Upon completion of all coursework and other requirements of the program, a student may enroll in thesis or dissertation writing. The thesis or dissertation or the equivalent research work entails an in-depth study and an extensive investigation of a problem. It must show originality and should contribute to the existing field of knowledge, preferably in conformity with institutional goals, thrusts, and objectives, and should manifest the student’s competence in research.
9.2 Enrollment in the graduate thesis or dissertation has the following stages:

9.2.1 Thesis/Dissertation Writing

9.2.1.1 The Thesis/Dissertation writing course is enrolled similar to a regular course. However, this is done manually at the Office of the University Registrar (OUR) up to the end of Week 2 of the term only. However enrollment in Thesis/Dissertation Writing 1 may additionally be done during Week 9 of the term.

To enroll in the thesis/dissertation writing course, the student must submit in quadruplicate the accomplished Enrollment of Thesis/Dissertation Writing (Form No. E-24). This is available at the academic department, the Office of the Vice Dean or at the Front Desk of the OUR. A copy may be downloaded from http://www.dlsu.edu.ph/offices/registrar/pdf.

9.2.1.1.1 The Accomplished form must be accompanied by a Certification of Academic Completion which can be secured from the Front Desk of the OUR.

9.2.1.2 The thesis writing course for the master's program is six (6) units. Enrollment in the thesis course is valid for nine (9) consecutive terms.

9.2.1.3 The assessment for thesis writing course has three components: (1) Tuition; (2) Research Supervision; and (3) Miscellaneous, scheduled as follows:

<table>
<thead>
<tr>
<th>Term</th>
<th>Tuition</th>
<th>Research Supervision</th>
<th>Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>2 to 9</td>
<td>Enrolled with zero (0) unit</td>
<td>*</td>
<td>*</td>
</tr>
</tbody>
</table>

9.2.1.4 A student who goes beyond the enrollment validity for thesis/dissertation shall be required to retake the thesis/dissertation cycle, that is, start from Thesis/Dissertation Writing 1.

9.2.1.5 For the doctoral program, the dissertation writing course is twelve (12) units and valid for fifteen (15) consecutive terms.

9.2.1.6 The assessment for dissertation writing course has three components: (1) Tuition; (2) Research Supervision; and (3) Miscellaneous, scheduled as follows:

<table>
<thead>
<tr>
<th>Term*</th>
<th>Tuition</th>
<th>Research Supervision</th>
<th>Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>•</td>
<td></td>
<td>•</td>
</tr>
</tbody>
</table>
9.2.2 Proposal Defense

9.2.2.1 Only if and when the adviser has approved the defense of the thesis/dissertation should the student enroll for proposal defense. The enrollment is done manually at the OUR up to the end of Week 9 of the term only.

9.2.2.2 To apply for proposal defense of thesis/dissertation, the student must submit in quadruplicate the accomplished Application for Thesis/Dissertation Defense (Form No. E-22). This is available at the academic department, the Office of the Vice Dean or at the Front Desk of the OUR. A copy may be downloaded from http://www.dlsu.edu.ph/offices/registrar/pdf.

9.2.2.3 A student needs to be enrolled in the thesis/dissertation writing course during the term to be allowed to apply for thesis/dissertation proposal defense.

9.2.2.4 Payment for thesis/dissertation defense may not be carried over to another trimester even if no defense transpired, except when the department is unable to convene a panel for the current term.

9.2.2.5 If revisions in the thesis/dissertation are required by the proposal defense panel, the revised version should be submitted to the members of the proposal defense panel, through the adviser, not later than the end of three (3) terms from the term of defense.

9.2.2.6 A student unable to submit the revised thesis/dissertation within the alloted period shall be deemed to have failed the proposal defense. As such, the student needs to repeat the entire thesis/dissertation cycle.

9.2.3 Final Defense

9.2.3.1 Only students who have successfully completed the Proposal Defense are qualified to apply for the Final Defense. The enrollment is done manually at the OUR up to the end of Week 7 of the term only.

9.2.3.2 The conditions, policies and procedures in connection with Proposal Defense should also be followed when applying for the Final Defense.

*Term here does not refer to the trimester of the School Year, but the instance of enrollment of the student.*
9.2.3.3 A student may have the Proposal Defense and Final Defense within the same term, provided that the deadlines for application and submission of requirements are observed.

9.2.3.4 If revisions in the thesis/dissertation are required by the final defense panel, the revised version should be submitted to the members of the final defense panel, through the edviser, not later than the end of three (3) terms from the term of defense (six (6) terms for programs under the Colleges of Engineering, Science, and Computer Studies).

9.2.3.5 A student unable to submit the revised thesis/dissertation within the allotted period shall be deemed to have failed the final defense. As such, the student needs to repeat the entire thesis/dissertation cycle.

9.2.4 Submission of Requirements

Upon successful completion of the Final Defense and upon revision (if necessary) of the thesis/dissertation, the student needs to submit the following to the department secretary.

9.2.4.1 Five (5) compact discs (CDs) (of reputable brand) containing the version consistent with the approved graduate thesis/dissertation by the Final Defense panel (including annexes, tables, and the like) in non-editable Portable Documents File (PDF) format, readable in a standard computer, with CD and transparent case labeled as follows:

Title of graduate thesis/dissertation
Program (e.g., PhD in Development Studies) JD Program
Name of school
Name of student (Last name, first name, middle name)
Month and year of completion (e.g., July 2004)
Name of faculty adviser

9.2.4.2 Signed Approval Sheet

9.2.4.3 Application to Graduate (Form S-01). A copy may be downloaded from http://www.dlsu.edu.ph/offices/registrar/pdf

9.2.4.4 Photocopy of Official Receipt (payment of graduation and other fees).

9.3 The composition of the defense panel is determined after consultations among the Department Chair/Graduate Program Coordinator, faculty adviser and the student.

9.3.1 The panel for the master’s level consists of a chair and two (2) members. For the doctoral level, the panel consists of a chair and four (4) members.

9.3.2 As far as practicable, faculty members from schools other than De La Salle University (DLSU) and experts in the field should be invited to sit in the panel. The panel chair, however, must come from DLSU. Each member of the panel
must be provided with a copy of the thesis/dissertation at least two (2) weeks before the defense date.

9.3.3 The same members, or at least a majority of the proposal defense panel, shall compose the final defense panel.

9.3.4 To officially convene the panel, at least two (2) of the three members at the master’s level and four of the five at the doctoral level, should be present provided the absentee member has submitted written comments. The mentor and the chair should be present at both proposal and final defenses.

9.4 In order to give recognition to outstanding research projects and upon the recommendation of the chair of the defense panel to the department, a student may be granted an award for outstanding thesis/dissertation, subject to the following criteria:

9.4.1 Significant contribution to the development or refinement of knowledge or improvement of practice;

9.4.2 Originality and creativity;

9.4.3 Practicability in the discipline where it applies; the extent to which the study reflects and responds to practical problems;

9.4.4 Identification of a strong theoretical framework within which the problem is developed; and

9.4.5 Clarity and coherence of presentation and accuracy of language.

SECTION 10. GRADUATION

10.1 Students who have successfully completed the required number of units and all the courses required in their curricula are eligible to apply for graduation. In applying to graduate, the student needs to submit the requirements in Section 9.2.4 of this Handbook and undergo other procedures set by the Office of the University Registrar (OUR), such as toga measurement for students attending the Commencement Exercises. The OUR will post announcements regarding the procedures and deadlines for the application to graduate.

10.2 Students may not participate in any commencement activity unless all curricular requirements are completed and administrative sanctions, if any, are served.

10.3 Students in the diploma/certificate programs need to submit the Program Completion Form (Form No. S01A) at the end of their programs to receive their Transcript of Records and Certificate.

10.4 The official date of graduation or completion is the last day of the term when all the requirements of the program have been satisfied and submitted to the OUR.
SECTION 11. DISCONTINUANCE OF STUDIES

11.1 The following are ordinary means of discontinuing studies:

11.1.1 A certificate of Transfer Credential (Honorable Dismissal) issued by the University Registrar for reasonable cause on petition by the student, if he/she is of legal age, or on his/her behalf by a legal guardian, if the former is still a minor.

11.1.2 Expulsion, as initiated by the University for the commission of a major offense(s) specified in this Handbook. Expulsion carries the warning that other educational institutions should not accept the person expelled.

11.2 A certificate of Transfer Credential (Honorable Dismissal) should be requested from the Office of the University Registrar (OUR) when circumstances render such a step necessary. This certificate should be requested for as soon as a student decides to discontinue his or her studies at the University.

11.3 The Transcript of Records is a complete record of a student’s work in the University. It may be official (with school seal and signature of University Registrar) or unofficial and may be requested at the OUR.

11.3.1 Transcript of Records intended to transfer credits of a student or graduate to another institution of learning is official and may not be hand-carried, but is sent directly from the OUR to the school to which the student or graduate wishes to transfer credits. Such Transcript of Records may only be sent by the OUR to another school if and when the student or graduate has filed for Transfer Credential and upon receipt of the request from the requesting school.

11.3.2 Transcript of Records intended for evaluation by a school for possible admission, whether for continuance of studies or for further studies, should be official. It shall be marked “For Evaluation Purposes Only” and may be hand-carried.

11.3.3 Transcript of Records intended for employment purposes whether complete (graduate) or not, should be official. It shall be marked “For Employment Purposes Only” and may be hand-carried.

11.3.4 Transcript of Records intended for other purposes, whether complete (graduate) or not, may be unofficial, without any markings, and may be hand-carried.

SECTION 12. STUDENT ACTIVITIES

12.1 The University is committed to the integral and balanced development of Christian men and women who collectively make up the students sector. The University seeks not only to promote intellectual formation but also to enhance the spiritual, psychological, and cultural growth of the students. To help attain this goal, the University encourages students to organize associations in relation to their fields of study.
12.2 General Policies

The following are some of the salient guidelines in the operation of any graduate student organization of the University:

12.2.1 Authority to Operate

The Office of Student Leadership Involvement Formation and Empowerment (Student LIFE) has the authority to regulate the establishment, and supervise the management and operation of all graduate student organizations in the different colleges.

12.2.2 Supervision of Organizational Activities

The Student LIFE is responsible for supervising and regulating the operation of all duly recognized student organizations toward the attainment of the goals and objectives as provided for in their approved Constitution and By-Laws.

12.2.3 Organizational Standards

All student organizations may hold activities in the following areas: academic, socio-civic, career-related, spiritual/religious, teambuilding, fundraising, sports and the like.

12.2.4 Any duly recognized student organization which violates its own statement of purpose/constitution or fails to comply with University policies shall be asked to terminate its operations, after an investigation to be conducted by a committee headed by the Director of the Office of Student LIFE.

12.2.5 Any group of at least fifteen (15) graduate students may apply to the Student LIFE to form a graduate student organization. The procedures for application of an aspiring organization will be handled by the Student LIFE. Application may be filed within any term of the current school year but not later than thirty (30) school days prior to final examinations.

12.2.6 All recognized graduate student organization shall be under re-accreditation to be granted formal accreditation for the current academic year. The organizations will be evaluated using the “Professional Graduate Student Organizations Accreditation Model”.

12.2.7 Members of the Executive Board of all graduate student groups (organizations and student council) should be enrolled in at least one academic course (including non-course work requirements) to be eligible for the post.

12.3 Approval of Activities

All co-curricular and extra-curricular activities sponsored by any duly recognized graduate student organization shall be under the supervision of the Office of Student LIFE. The approval process of said activities shall be handled by this Office.
12.3.1 General Procedures

12.2.1.1 To ensure excellent delivery of quality service, all activity proposals submitted for approval shall be supported by an Activity Approval Form (A-form) and Project Proposal with all the necessary documents requested by the Office of Student LIFE.

12.2.1.2 A Project proposal shall contain the following:
- Name of sponsoring organization
- Title of activity
- Date, Time, and Venue of Activity
- Objectives
- Brief Description
- Persons responsible
- Beneficiaries (if applicable)
- Program of activities (if applicable)
- Project Schedule/Timetable
- Projected income and expense statement
- Manner by which funds shall be used
- Signature of project heads and Vice-Dean/Faculty Adviser

12.2.1.3 A ban on all student activities and publicity, except for tutorials, reviewer distributions, grievance booths, and meetings of officers, shall be enforced seven (7) calendar days before the start of the final examination week until the last day of finals. Proposals submitted prior to the ban shall be accommodated.

12.2.1.4 Only organizational planning (e.g. teambuilding activities, meetings, distribution of newsletters, leadership seminars for organization officers) and development activities shall be allowed during term breaks.

12.2.1.5 The Office of Student LIFE supports the DLSU policy on non-commercialization which discourages selling in campus and forging inappropriate partnerships with external companies and sponsors.

12.2.1.6 All communications such as invitations, requests, inquiries, and the like, sent by graduate student organizations to offices inside the University shall be noted by the Director of the Office of Student LIFE. External Communications and those addressed to the members of the University Administration (e.g., President, Chancellor, Vice-Chancellor, Associate Vice-Chancellor, Deans, Vice Deans, University Controller) shall also be noted by the Dean of Student Affairs.

12.3.2 Guidelines for Specific Activities

12.3.2.1 Linkages
A graduate student organization may have tie-up activities with other organizations inside and outside the university. Additional requirement
for activity approval will include a draft Memorandum of Agreement (MOA) containing all the accountabilities of each of the parties involved in the activity.

12.3.2.2 Seminars/Talks/Fora

Any duly recognized graduate student organization may organize seminars/talks/fora that would contribute to the development of graduate students in the academic and nonacademic areas. If speakers and/or facilitators are from external public partners, the sponsoring organization should closely work with the Office of Student LIFE. Consultations must be done with administration on topics that may be detrimental to the University policies and principles through the signed endorsement from the department chair or college vice dean.

12.3.2.3 Contests/Competition

Student organizations are encouraged to join and/organize contests and competitions within the University or by outside entities or groups. For academic contests/competitions, the organizers within campus or participants in off-campus contests must secure the endorsement of the Chair of the Department or the Vice Dean of the College.

12.3.2.4 Fund-Raising Activities

The University acknowledges the need for graduate student organizations to source their funds on top of the operating budget allocated for them. They are encouraged to organize fundraising activities which shall give favorable returns to the organization. The incidence of expense beyond the financial capacity of the organizations to pay is strictly discouraged.

- All graduate student organizations shall be allowed a maximum of four (4) fundraising activities for the entire school year, including its participation in the Valentine’s Bazaar and University Week Bazaar.
- Earliest submission of required documents is two (2) months before the activity. The latest submission is one (1) month before the activity.
- An organization is only allowed to undertake a fundraising activity, the expenses of which do not exceed eighty (80) percent of its outstanding budget (combined operational and depository). Otherwise, the activity shall be jointly coordinated with other organizations until the joint budget of the organization meets the requirement. (e.g., if the organization has a total budget of P100,000, the total expenses of the activity must not exceed P80,000).
• Only one (1) fundraising activity such as movie premiere, raffle, solicitations, and activities of similar nature competing with each other are allowed per week. Exceptions are Valentine's Bazaar and University Week Bazaars.

• A report on the outcome of the fundraising activity must be submitted to the Office of Student LIFE two weeks after the activity within the term of implementation. Failure to submit this report will disqualify the organization from submitting future fundraising proposals until the FRA report is submitted.

The people stated to account for the liabilities in the profit- and-loss statement will personally shoulder all liabilities and losses incurred by the organization from the activities. The University clearance of the said people will not be signed unless the liabilities are settled and the losses are paid back to the organization.

12.3.2.5 Raffles

A time limit of one (1) month is given to any graduate student organization to raffle off items. Any extension of time should be approved by the Office of Student LIFE.

• In the raffle tickets to be printed, the title of the activity, control number, price of the ticket, prizes, draw date and venue and name and/or logo of the sponsoring organization shall be indicated.

• Raffle tickets must have the office of Student LIFE stamp.

• A designated representative of the Office of Student LIFE must be present during the drawing of the winners. The names of the winners shall be posted in a designated bulletin board inside the campus a day after the draw. This notice must be posted for a maximum of one week.

A copy of the acknowledgement receipt of each of the raffle prizes shall be attached to the financial report.

12.3.2.6 Ticket Selling

• All tickets to be sold must have the Office of Student LIFE stamp. The following statement must be printed on the tickets: “THIS TICKET IS VALID ONLY IF STAMPED BY THE OFFICE OF STUDENT LIFE”

• Prior approval of the activity is needed to be secured from the Office of the Student LIFE prior to the printing of the tickets.

• All tickets must be pre-printed and pre-numbered and must show the following information: name of sponsoring organization, program title, time and place, date of event and ticket price.
• Tickets must be printed through SCOOP or through the Purchasing Office in accordance with purchasing policies and procedures.
• Proceeds of the ticket sales shall be deposited with the Accounting Office at the end of the day.

A report of ticket sales shall be submitted to the Office of Student LIFE after two (2) weeks from the date of the activity/event.

12.3.2.7 Selling Activities

• No selling of any form is allowed inside the University (direct or indirect selling), except of novelty items by student organizations and items required by an academic subject. Novelty items are those items that bear a mark or logo of the student organizations. Consumable items are not included.
• Selling shall be done only in the designated areas reserved for a maximum of one (1) week.
• As per decision of the Council of Deans, school year 1995-1996, selling inside the university is only allowed for the following:
  
  A. PRODUCT Bazaar
     ENTREP Bazaar
     University Week Bazaar
     Valentine’s Week Bazaar
  B. RELIGIOUS ITEMS
     Lasallian Action Week
  C. TICKETS for fundraising activities
  D. NOVELTY ITEMS – Selling of novelty items is not counted as a fundraising activity (FRA)

Any appeal for exception to these rules shall be addressed to the VCAR Council through the Office of Student LIFE Director, DSA, and the VCAR.

12.3.3.3 Sponsorships and Solicitations

All sponsorship requests and solicitations in cash or in kind from any duly recognized graduate student organization involving any amount shall be recommended by the Director of the Office of Student LIFE and approved by the Dean of Student Affairs.
• The following documents must be attached to the proposal for sponsorship and solicitation.
  ▪ A sample of the solicitation letter to be sent in official stationery of the soliciting organization, if none is available, in official University stationery;
  ▪ Complete set of the sponsorship package
- List of companies/organizations
- Ready-for-signing Memorandum of Agreement between the donor and the soliciting student organization.

- The Memorandum of Agreement must stipulate the following provisions:
  - An accountability clause stating that the officers of the soliciting organization shall be responsible for the fulfillment of the contract, and that failure to do so shall be the personal liability of the officers.
  - A stipulation that donations received shall be acknowledged with the University official receipt within one (1) week after the date of receipt.
  - An understanding that within two (2) weeks after the activity, a report of the activity shall be submitted to the donor.
  - An understanding that all donations shall be made by check payable to the De La Salle University. Note: This will be deposited under the depository account of the sponsoring student organization internal to DLSU.

- Activity forms shall be submitted to the Office of Student LIFE at least one (1) month prior to the activity date.
- Solicitation letters can only be prepared and sent to prospective sponsors after its approval by the Office of Student LIFE.
- NO BLANK SOLICITATION LETTERS shall be issued by any student organization. The sponsor must be indicated at all times.
- Attach the corresponding approved A-Form to accomplished solicitation letters for signature to the Director of Student LIFE and the Dean of Student Affairs.
- Signed solicitation letters are sent to the approved prospective donors. Every solicitation letter sent to prospective sponsors/donors must have a receiving copy for the organization.
- A written financial report of the outcome of the solicitation shall be submitted to the Office of Student LIFE two (2) weeks after the activity/event. Failure to submit this report will disqualify the student organization from submitting future fundraising proposals until the report is submitted. The report shall also include all solicitations that did not materialize.
- Only student organizations with pre-approved or approved activities are entitled to submit solicitation proposals for approval.
Companies of ill-repute, whose products promote non-Lasallian and negative values (e.g., cigarettes, contraceptives, liquor and gambling) will not be allowed as sponsors. The Office of Student LIFE has the option to reject a sponsor or donor on this ground.

12.3.3.3.1 Product Sample Exhibit and Distribution

Product sample distribution is allowed only during the day of the activity itself. A formal letter of clearance shall be submitted to the Associate Vice Chancellor for Campus Development through the Director of Student LIFE. The place of distribution shall also have the approval of the Associate Vice Chancellor for Campus Development.

- The student organization is responsible for the reservation of the appropriate venue as designated area for exhibit of product. Product exhibits are limited to major sponsor.

Academically related exhibits must be endorsed by the Department Chairperson and noted by the College Dean. Except for academically related exhibits, the exhibitors must be major sponsors.

12.3.3.4 Off-campus Activities

Off-campus activities of student organizations pertain to activities conducted and/or held out of the campus and/or overnight. A University authorized off-campus activity involving student organizations must have the approval or recommendation of the Office of Student LIFE or by the Vice Dean of the College if the activity is an academic requirement.

12.3.3.5 Accounting Office Contract and Payment Terms and Requirements

All student organizations shall abide by the Terms and Requirements set by the Accounting Office on Contracts and Payments.

A. Contracts can be made between juridical persons only.
B. Require a sample official receipt from the person of the company with whom an agreement is entered.
C. To verify if receipt is valid, it must bear the company’s BIR permit number and TIN.
D. The terms of payment should be stipulated in the contract.
E. Establish a limit in the down payment, i.e., 10% of contract price.
F. Prohibit the broker/external tie-up from solicitations.
G. PRS should be made payable to the concerned company/person because the University is under obligation to withhold tax.
H. Cash advance cannot be used for payment of contract/agreement because of withholding tax.

I. Cash advance for added (miscellaneous) expenses should be supported by noted official receipts upon liquidation.

All contracts should be submitted to the Office of Student LIFE at least two (2) weeks before the activity.

12.4 Minutes of Organizational Meetings and Financial Report

12.4.1 The STUDENT LIFE shall be furnished with copies of the minutes of the organization’s meetings.

12.4.2 A copy of the organization’s financial condition must be submitted to the STUDENT LIFE at the end of each trimester (a week prior to final examinations).

12.5 On Activity Bans

All graduate school students shall observe the activity ban, which provides that no co-curricular and extra-curricular activity shall be conducted one week prior to final examinations.

SECTION 13. STUDENT DISCIPLINE

13.1 Student Discipline Formation Office (SDFO)

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

13.2 Jurisdiction over Discipline-related Cases:

13.2.1 The Director of Student Discipline Formation shall have jurisdiction over all minor offenses involving students.

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

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

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

The SDB is composed of a Chair who is a member of the Integrated Bar of the Philippines (IBP) and three members and their alternates who are
appointed by the President of the University from names recommended by their respective sectors. Except for the Chair, the three other members and their respective alternates represent the administration, the faculty and the students. In the conduct of formal hearings, the University is assisted by the University Special Counsel who is a member of the IBP and appointed by the President from the University constituency.

13.2.4 Special Powers

13.2.4.1 The Deans are granted a special power to suspend students involved in fraternity rumbles, tumultuous affrays, boycotts or illegal demonstration for a maximum period of fifteen (15) school days effective upon its imposition. Any decision of the Dean under this section may be appealed to the Chancellor within five (5) days from the date the decision is handed. The appeal does not, however, stay the suspension imposed. Any action taken by the Dean under this section is not a bar to other disciplinary actions that may be imposed arising from the same act or acts.

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

13.2.4.3 The Student Discipline Formation Officers have the right to demand the presentation of the student’s ID and summon students who violate any University policy to the SDFO for investigation.

13.2.5 Summary Powers

13.2.5.1 For the Dean or Vice-Dean:

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

13.2.5.1.1 Violation of rules and regulations issued in consultation with the Council of Chairpersons and approved by the College Council.

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

13.2.5.2 For the Dean of Student Affairs:

The Dean of Student Affairs may proceed summarily against any student in the following cases:
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.2.5.2.1</td>
<td>Misconduct under Sec. 13.2.5.1.2 when committed within the University premises but outside the jurisdiction of any college, school or academic unit or in the course of a school function sponsored by the University.</td>
</tr>
<tr>
<td>13.2.5.2.2</td>
<td>Misconduct under Sec. 13.3.1.4, whether or not the acts are committed within the premises, and by individuals belonging to one or several colleges, schools or academic unit.</td>
</tr>
<tr>
<td>13.2.5.2.3</td>
<td>Misconduct under Sec. 13.3.1.5, Sec. 13.3.1.6, and Sec.13.3.1.10.</td>
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### 13.3 Types of Offenses.

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

13.3.1.1 Cheating in any form during an examination, test, or written report including reaction paper, case analyses, experiment or assignment required. The act of cheating includes but is not limited to the following:

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

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

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

13.3.1.1.4 Communicating with another student or any person in any form during an examination or test without permission from the teacher or proctor. This includes leaking examination questions to another or other students.

13.3.1.1.5 Having somebody else take an examination or test for one’s self or prepare a required report or assignment. If both parties are students, both are liable.
13.3.1.1.6 Plagiarism and other forms of academic dishonesty as set forth in Sec. 4.17.

13.3.1.2 Vandalism or the destruction of property belonging to the University or to a faculty member, administrator, co-academic personnel, another student or to a visitor while on campus.

13.3.1.3 Bringing in, carrying or possession of a deadly weapon inside the University premises or outside the University during an academic function or school activity without permit from the Safety and Security Office (SSO) in consultation with the SDFO.

13.3.1.4 Deliberate disruption of an academic function or a school activity which tends to create disorder, tumult, breach of peace or serious disturbance not necessarily connected with any academic function or school activity.

13.3.1.5 Brawls within the University premises or outside the University during an academic function or school activity.

13.3.1.6 Inflicting physical injuries on another inside the University premises or outside the University during an academic function or school activity.

13.3.1.7 Unauthorized bringing in, carrying, possession or use of prohibited or regulated drugs or chemicals without proper prescription, inside University premises or outside the University during an academic function or school activity, and any other violation of the provisions of R.A. 9165, otherwise known as the “Comprehensive Dangerous Drugs Act of 2002”.

13.3.1.8 Unauthorized bringing in, possession or drinking of liquor or alcoholic beverages inside the University premises during an academic function or school activity, or entering the University premises or attending academic functions or school activities under the influence of liquor or alcoholic beverages.

13.3.1.9 Gross acts of disrespect in words or in deed that tend to put the University or any administrator, member of the faculty, co-academic personnel, security guard, maintenance personnel, student, or visitor in ridicule or contempt.

13.3.1.10 Direct assault upon the person of any member of the administration, faculty, co-academic personnel, or any student or person vested with authority.

13.3.1.11 Threatening another with any act amounting to a crime, delict or wrong, or with the infliction of any injury or harm upon his person, honor or integrity.
13.3.1.12 Acts of lewdness or commission of any act of immorality; the possession (unless with DO permit approved by the faculty concerned as part of the course requirement), display or distribution of pornographic materials inside the University, including accessing internet sites that do not correlate to any specific subject or course within the University.

13.3.1.13 Acts that bring the name of the University into disrepute such as public and malicious imputation of a crime, or of a vice or defect, real or imaginary, or any act, omission, condition, status or circumstance, tending to cause dishonor, discredit or contempt to the name of the University.

13.3.1.14 Unjust enrichment or stealing whether attempted, frustrated or consummated.

13.3.1.15 Habitual disregard or willful violation of established policies, rules or regulations consisting in the commission of three (3) minor offenses of the same kind or nature, or five (5) minor offenses of different kinds or nature.

13.3.1.16 Unauthorized collection or exaction of money, checks or other instruments as equivalent of money, in connection with matters pertaining to the University.

13.3.1.17 Forging, falsifying or tampering with academic or official records or documents of any kind; or intentionally making a false statement of any material fact, or practicing fraud or deception in connection with anything that pertains to the University.

13.3.1.18 Gambling in any form inside the University or outside the University during an academic function or school activity.

13.3.1.19 Conviction before any court of a crime involving moral turpitude.

13.3.1.20 Conviction before any court for a criminal offense involving moral turpitude, against person or property other than through reckless imprudence.

13.3.1.21 Membership in a fraternity or sorority. This also includes membership in any unrecognized organization that subscribes to or participates in any violent act.

13.3.1.22 Inviting students to join a fraternity, sorority or any organization not recognized by the University.
13.3.1.23 Any kind of provocation that results in heated verbal or physical confrontation between students and groups of students.

13.3.1.24 Willful failure to comply with summonses or notices issued for purposes of investigation conducted in connection with discipline-related offenses.

13.3.1.25 Hazing or physical injuries, for the purpose of initiation, admission or continuance of membership in any organization, society or group, whether open or secret. For this purpose, the members who were present shall be liable whether they actually participate in the hazing or not. The officers of the organization, society or group, shall also be liable, whether or not they are present during the hazing incident (Excerpted from Ateneo de Manila University Student Handbook).

13.3.1.26 Computer security breach: Accessing a University computer or computer network without authority or beyond authorized access. Acts that constitute computer security breach include but are not limited to the following:

a) Altering information, (e.g., changing the password of someone else’s account and changing data in files beyond one’s authorized access, etc.), damaging or destroying information (e.g., deleting someone else’s file, etc.);

b) Introducing false information (e.g., using someone else’s account and sending offensive mail, etc.);

c) Preventing authorized use of information; or;

d) Preventing normal operation (e.g., changing the configuration or the CMOS set-up of a PC, introducing computer virus, etc.) of computers or computer networks of the University.

13.3.1.27 Entering any restricted area within the University without prior authority.

13.3.1.28 Perjury, defined as testifying falsely in any administrative proceeding, or knowingly making untruthful statements in documents under oath when such oath is required.

13.3.1.29 Possession or exploding of firecrackers inside the University or outside the University during academic functions or school activities.
13.3.1.30 Lending ID to another or using someone else’s ID.

13.3.1.31 Making sexual advances in words or deeds to another student or to any member of the academic community.

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

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

13.3.2.1 Behavior unbecoming of a young Christian adult.

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

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

13.3.2.4 Third and succeeding loss of ID.

13.3.2.5 Third and succeeding failure to bring ID.

13.3.2.6 Non-wearing of ID in areas where wearing an ID is required.

13.3.2.7 Refusal to present an ID when asked.

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

13.3.2.9 Littering.

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

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

13.3.2.12 Preventing the circulation of a recognized student publication by withholding or removing a substantial number of copies from the newsstands.

13.3.2.13 Wearing inappropriate attire within University premises.
13.3.2.14 Public display of physical intimacy (PDPI).

13.3.2.15 Violation of policies of the Information Technology Center (ITC) such as but not limited to accessing Chat, IRC, MOO, MUD sites and the like, playing any form of games, and using cellular phones and other electronic communication devices in computer laboratories.

13.3.2.16 Use of classrooms and other school facilities for any purpose without any reservation or proper authority.

13.3.2.17 Loitering along the classroom corridors while classes are going on for second and succeeding violations.

13.3.2.18 Eating in areas designated as non-eating places (classrooms, laboratories, offices, study areas, and Sports Complex).

13.3.2.19 Smoking inside University premises or outside the University during academic functions or school activities.

13.3.2.20 Playing cards inside University premises except collectible cards played in designated places (classrooms, laboratories, offices, study areas, and Sports Complex).

13.3.2.21 Violation of policies on the use of lockers.

13.3.2.22 Unhygienic use of University facilities.

13.3.2.23 Second and succeeding violations of policies in the lending of calculators.

13.3.2.24 Second and succeeding violations of Section 4.5 on the use of cellular phones and other electronic communication devices.

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

13.4 Sanctions

13.4.1 The penalties for major offenses are the following:

13.4.1.1 Probation for such time and under such conditions as the SDB or UPCC may determine which may include undergoing the DO Values Clarification and Development Program.

13.4.1.2 Suspension for such time and under such conditions as the SDB or UPCC may determine.
13.4.1.3 Dismissal.

13.4.1.4 Expulsion.

13.4.2 The penalties for minor offenses are the following:

13.4.2.1 For first offense, warning from the Director of Student Discipline Formation with written apology addressed to the offended party, if the act is personal in nature and to refer to a Counselor and/or order the restitution or reparation of the damage or injury sustained, if necessary.

13.4.2.2 In case of a second offense, a written reprimand from the Director of Student Discipline Formation.

13.4.2.3 In case of third and succeeding offenses, the student is charged with a major offense under Sec.13.3.1.15, if applicable, otherwise, a written reprimand from the Director of Student Discipline Formation.

13.5 Definition of Terms.

As used in this section the term –

13.5.1 Student refers, but is not limited to:

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

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

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

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

13.5.2.1 Brawls,
13.5.2.2 Inflicting physical injuries on another,
13.5.2.3 Unauthorized bringing in, carrying, possession or use of drugs or chemicals as defined in Section 13.3.1.7
13.5.2.4 Vandalism or destruction of property belonging another,
13.5.2.5 Direct assault as defined in Section 13.3.1.10
13.5.2.6 Threatening another as defined in Section 13.3.1.11
13.5.2.7 Unjust enrichment as defined in Section 13.3.1.14
13.5.2.8 Making sexual advances as defined in Section 13.3.1.31
13.5.2.9 Gambling as defined in Section 13.3.1.18

13.5.3 “In flagrante” means the very act of committing a discipline offense or the condition of being caught in the act of committing the offense.

13.5.4 “Ex-parte hearing” refers to a hearing held in the absence of one of the parties.

13.5.5 “Illegal demonstration” includes a public show of feeling or opinion as by a mass meeting or parade accompanied by force, coercion or violence.

13.5.6 “Deadly weapons” includes but is not limited to firearms, explosives (e.g., firecrackers, pyrotechnics) and sharp or cutting instruments (e.g., ice picks, Swiss knives or blades of any length, etc.). Stones, lead pipes, clubs and any similar objects are considered deadly weapons if their use results in physical injury or death; and

13.5.7 “Unjust enrichment” means any condition where a student takes a thing at the expense of another for his or her benefit regardless of his intent to gain.

SECTION 14. STUDENT GRIEVANCE

14.1 Definition of Grievance

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

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

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

14.2 Students of De La Salle University are given the right to air their grievance against any member of the academic community. Grievances are best settled through sincere dialogue between parties to a grievance, befitting a Lasallian academic community. Formal grievance may be pursued only as a last resort.

14.3 Procedures in Grievance Cases

14.3.1 Informal Grievance

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

14.3.2 Formal Grievance

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

14.3.2.1 Complaint of a Student Against a Faculty Member

   The procedures to be followed in the handling of grievance cases filed by students against members of the faculty are:

14.3.2.1.1 Complaint

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

- Original – Department Chair
- One (1) copy – Faculty member (respondent)
- One (1) copy – Student (complainant)

   A formal complaint should contain the following:

   - The name of the member of the faculty against whom the complaint is filed.
   - A narration of the circumstances surrounding the commission of the act complained of.
   - The action asked for.
14.3.2.1.2 Answer

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

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

- Original – Department Chair
- One (1) copy – Faculty member (respondent)
- One (1) copy – Student (complainant)

Failure of the respondent to answer the complaint in writing within the period required shall be considered an admission of the charges, and the Department Chair shall resolve the complaint on the strength of this admission. Upon receipt of the written answer by the respondent, the Department Chair evaluates the complaint and the answer. The Department Chair may find it necessary to ask for clarificatory questions. In this case, the Department Chair shall call the parties to a meeting for this purpose within three (3) days. Within three (3) days after the meeting and from determination that sufficient facts and evidence exist on which to base a resolution, the Department Chair resolves the case. The resolution shall be in writing stating the supporting reasons and prepared in three (3) copies to be distributed as follows:

- Original – Department file
- One (1) copy – Student (complainant)
- One (1) copy – Faculty member (respondent)

14.3.2.1.3 Appeal to the Ad Hoc College Grievance Board

A party not satisfied with the resolution of the Department Chair may appeal the same to the Board. The appeal shall be taken in accordance with these procedures:

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

Upon receipt of the letter, the Dean requires the Department Chair concerned in writing to immediately forward to the Dean’s Office the complete record of the case which includes the original documents of the complaint, the answer, the resolution and other documents related to the case, if any.
Upon receipt of the complete record of the case, the Dean immediately convenes the Board for the purpose of hearing the case.

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

- For purposes of a hearing, all members of the Board should be present.

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

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

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

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

- The Dean shall act on the Board’s recommendation within three (3) days from receipt. His or her decision shall be put in writing. Copies of which shall be distributed as follows:
  
  Original – Dean
  One (1) copy – Complainant
  One (1) copy – Respondent
  One (1) copy – Members of the Board

14.3.2.1.4 Appeal to the Vice Chancellor for Academics (VCA)

A party not satisfied with the decision of the Dean may appeal the decision to the Office of the Vice Chancellor for Academics in writing within five (5) days from receipt of the written
decision of the Dean. If a decision of the Committee is not appealed within the period provided, the decision becomes final and immediately executory unless execution is deferred for meritorious reasons. Within five (5) days from receipt of the appeal, the VCA shall decide the appeal and shall notify the parties of the decision in writing immediately. The decision of the VCA is final and executory unless the execution is deferred for meritorious reasons.

14.3.2.2 Complaint of a Student Against Another Student  
A formal letter of complaint must be presented to the Student Discipline Formation Office.

14.3.2.3 Complaint of a Student against a Co-Academic Personnel  
A formal letter of complaint must be presented to the Human Resource Development Office.

14.3.2.4 Complaint of a Student against a Department Chair or Vice-Dean  
A formal letter of complaint must be addressed to the College Dean.

14.3.2.5 Complaint of a Student against a Dean  
A formal letter of complaint must be addressed to the VPAR

14.3.2.6 Complaint of a Student against other Administrators  
A formal letter of complaint must be addressed to the immediate supervisor.

14.3.2.7 Complaint of a Student against a Vice-President  
A formal letter of complaint must be addressed to the Chancellor of the University.

14.3.2.8 Complaint of a Student against the Chancellor  
A formal letter of complaint must be addressed to the President of the University.

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

14.4 Sexual Harassment

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

14.4.1 The University is committed to the prevention of sexual harassment of students, defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
14.4.1.1 Submission to such conduct is made explicitly or implicitly a term or condition for a student’s educational advancement;

14.4.1.2 Submission to or rejection of such conduct by a student is used as the basis for academic consideration affecting the student; and

14.4.1.3 Such conduct has the purpose or effect of substantially interfering with a student’s academic performance or creating an intimidating, hostile or offensive educational environment.

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

14.5 Procedures Common to Sections 14.3.2 - 14.4.2

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

14.6 The Ad Hoc College Grievance Board

14.6.1 Composition

The Ad Hoc College Grievance Board shall be composed of the Vice Dean, who shall act as Chair, the Chair/Graduate Program Coordinator of the Department to which the respondent faculty member belongs, two (2) student representatives, and a representative from the Faculty Association coming from the college to which the respondent belongs.

14.6.2 Principal Function

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

14.6.3 Authority

The Ad Hoc College Grievance Board has the authority to:

14.6.3.1 Define the procedures to be followed in the conduct of the hearings;

14.6.3.2 Summon witnesses as well as resource persons to assist in arriving at a decision in the case;

14.6.3.3 Have access to all information relevant to the case; and

14.6.3.4 Recommend appropriate measures consistent with its findings in the case.

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