

Section 1

General Directives

- 1.1 All undergraduate students are required to comply with the provisions of the Student Handbook. They should familiarize themselves with its contents. Ignorance of any provision of the Student Handbook does not excuse any student from being sanctioned for non-compliance.

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

- 1.1.1 The right to express concern over matters related to the quality of education they deserve;

- 1.1.2 The right to be represented in policy-making bodies in the University or in committees handling issues that concern students. This refers to the following committees:

- 1.1.2.1 Ad-hoc Grievance Board
- 1.1.2.2 Aspiring Organizations Accreditation Committee
- 1.1.2.3 Bookstore Committee
- 1.1.2.4 Canteen Committee
- 1.1.2.5 Canteen Inspection Committee
- 1.1.2.6 College Council
- 1.1.2.7 Committee on Decorum and Investigation
- 1.1.2.8 Committee on National Issues and Concerns
- 1.1.2.9 Drug Testing Selection Board
- 1.1.2.10 Enrollment Committee
- 1.1.2.11 Graduation Committee
- 1.1.2.12 Honors and Awards Committee
- 1.1.2.13 Lost and Found Disposition Committee
- 1.1.2.14 Multi-Sectoral Committee on Budget
- 1.1.2.15 Physical Facilities Committee
- 1.1.2.16 President's Council of Representatives
- 1.1.2.17 Scholarship and Financial Assistance Committee
- 1.1.2.18 Security Committee
- 1.1.2.19 Student Discipline Board
- 1.1.2.20 Student Handbook Revision Committee
- 1.1.2.21 Student Personnel Services Council
- 1.1.2.22 Task Force Safe School Committee
- 1.1.2.23 Trisectoral Council
- 1.1.2.24 University Library Committee
- 1.1.2.25 University Mission Statement Week Executive Committee
- 1.1.2.26 University Panel for Case Conference

- 1.1.3 The right to organize among themselves;

- 1.1.4 The right to express one's self provided it is exercised in accordance with the University's social norms; and
- 1.1.5 The right to due process of law.
- 1.2 All students should respect Catholic and other religious practices and beliefs in campus, such as praying the Angelus and praying before and after class.
- 1.3 The University recognizes the hazards of smoking to health and declares the University premises, as defined in Sec. 13.5.2, as a non-smoking area.
- 1.4 Students should be polite and courteous towards all persons within the University premises.
- 1.5 Upon enrollment, students are issued original identification cards (ID) with computer-registered student numbers. Students should always have their ID with them to be presented to authorities if requested. The ID is valid as long as the student is enrolled in the University and cannot be confiscated while enrolled.
- 1.6 The loss of an ID should be reported to the Discipline Office. A new ID will be issued five (5) working days after payment for a 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.

- 1.7 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 1.6.

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

The fourth and succeeding entry into campus without an ID will be charged with a minor offense.

- 1.8 Students are liable for false information in their ID, registration forms and other school documents. Students who have transferred residence or have changed

their civil status should inform the Office of the University Registrar through the Request for Change of Information Form (OUR Form No. R-50) available at the Front Desk. Any written communication sent to the last recorded address of students should be considered delivered even if returned.

- 1.9 Students are regarded as responsible individuals by the university from the time they are admitted. Consequently, it is the responsibility of students to keep their parents or guardians informed or 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 responsibility. Ignorance on the part of the parent or guardian of the academic standing of the student may not be imputed to the University.
- 1.10 The University follows government orders for class suspensions in cases such as typhoons, strikes, etc.
 - 1.10.1 If Typhoon Signal No. 1 is sounded, the following shall go into effect:
 - 1.10.1.1. Undergraduate classes continue, unless an announcement to the contrary is made by the Chancellor.
 - 1.10.1.2. All personnel (administrators, faculty, co-academic personnel) are to continue their regular schedules unless the Chancellor decides to close the campus, in which case, evening classes are automatically called-off.
 - 1.10.2. If Typhoon Signal No. 2 is up before the beginning of classes in the morning, students (graduate and undergraduate) should come to class unless there is an official announcement saying otherwise.
 - 1.10.3. If Typhoon Signal No. 3 or 4 is sounded, the campus shall be closed. All activities are suspended.
 - 1.10.4. Generally, suspension of classes is announced by the Office of the University Registrar through the following:
 - 1.10.4.1. Radio Stations: DZRH (666 AM), DZMM (630 AM), DWXL (558 AM), DWKC (93.9 FM), DWNU (107.5FM), DWLS (97.1 FM), DWRX (93.1 FM), DWKX (103.5 FM), DWLL (94.7 FM), DWRT (99.5 FM), Green Giant (87.5 FM).
 - 1.10.4.2. DLSU Wise: Send “dlsu announce” (without quotation marks) to 211 (Smart) or 2333 (Globe).
 - 1.10.4.3. DLSU webpage: The website <http://www.dlsu.edu.ph> is automatically updated if there is an announcement.
 - 1.10.4.4. DLSU helpdesk: E-mail announcements made through the My.LaSalle e-mail account of each student.
 - 1.10.4.5. DLSU Trunkline. A recording of the announcement is automatically made to DLSU's trunkline (Tel. No: 524-46-11).
 - 1.10.4.6. Postings are made at the South, North, and Engineering Gates.

- 1.10.4.7. Public Address System (except when suspension is made before 7:00 a.m.).
- 1.10.4.8. Offices such as the Discipline Office and the Student Council (except when suspension is made before 7:00 a.m.).

1.11 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.

1.12 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.

1.13 The University values the health and well-being of the members of the academic community.

1.13.1. Students are required to undergo the scheduled entrance and periodic health examination conducted by the University Clinic.

1.13.2. Students who had been diagnosed to have communicable diseases and / or those who were unable to report to class due to prolonged illness are required to seek clearance from the University clinic before returning to the University.