



**Academic Policy Research Engagement and Lobbying
Office of the Vice President for Academics
De La Salle University Student Council**

• Fighting for an academic institution that is a prime mover of the nation's progress • Fighting for an education that is scientific in its approach, holistic, mass oriented and nationalistic in its values and ideals • Fighting for a just and free university •

**Implementing Guidelines of the Students' Charter
De La Salle University–Manila**

CONTENTS

Article I	Application of its Provisions
Article II	Admission Subject to no Restraint
Article III	Academic Rights
Article IV	Right to Participate in Policy-Making
Article V	Right to Due Process
Article VI	Right to Freedom of Expression, Opinion, Dignity, Individualism and Peace
Article VII	Right to Religious Freedom
Article VIII	Right to Information
Article IX	Right to Organize
Article X	Final Provisions

**Article I
Application of its Provisions**

- Section 1.1 **Title.** These rules shall be known and cited as the Implementing Guidelines of the Students' Charter.
- Section 1.2 **Purpose.** These rules are promulgated to prescribe the procedures and guidelines for the proper implementation of all the student rights, freedoms, and responsibilities set forth in the Students' Charter, so as to achieve the protection of students' rights and the promotion of students' welfare in the University.
- Section 1.3 **Declaration of Policy.** It is hereby declared the policy of the University to recognize the students' right to participate actively and effectively in the democratic processes in effectuating progressive and developmental changes within the University. It is hereby declared further that the University be cognizant of the importance of the critical collaboration between the Student Council and the different sectors in the University which is paramount to enable the student body to attain its fullest development as a self-reliant body to be a more efficient partner in the attainment of the goals and objectives of the University. Towards this end, a more progressive and responsible exercise of rights and freedoms shall be expected from the student body whereby its scope, guidelines and limitations shall be clearly defined.
- Section 1.4 **Scope of Application.** These rules shall apply to the academic community.
- Section 1.5 **Formulation of Comprehensive Policies on the Implementing Guidelines of the Students' Charter.** The Student Council together with the different sectors in



**Academic Policy Research Engagement and Lobbying
Office of the Vice President for Academics
De La Salle University Student Council**

• Fighting for an academic institution that is a prime mover of the nation's progress • Fighting for an education that is scientific in its approach, holistic, mass oriented and nationalistic in its values and ideals • Fighting for a just and free university •

the University shall formulate and enforce basic policies and procedures to facilitate the implementation of this Act.

**ARTICLE II
ADMISSION SUBJECT TO NO OTHER RESTRAINT**

- Section 2.1 All admission forms should refrain from directing questions and/or statements which are discriminatory against one's physical or psychological handicap, socio-economic status, sex, gender identity, civil status, race, political or religious beliefs or membership in any lawful organization, pregnancy, and past criminal convictions.
- Section 2.2 The University shall provide a guideline on the assistance of students who have physical and psychological handicaps.
- 2.2.1 The student should submit an evaluation letter of his/her condition recommended by a Medical and/or Psychology Center.
- 2.2.2 The Center for Counseling and Development shall monitor the students during their stay in the University.
- Section 2.3 Students may request to be accompanied by guardians, inside the University, in assisting them in their disability provided it is approved by the University.
- 2.3.1 The student should submit the names to the Safety and Security Office and/or other concerned offices.
- 2.3.2 The guardian should comply with any security policy of the University.

**ARTICLE III
ACADEMIC RIGHTS**

- Section 3.1 The University shall determine the academic policies that sets the academic standard and defines the academic deficiency. Students shall be ineligible in continuing his/her program if he/she falls under academic deficiency (see Section 8, Credit and Grading).
- Section 3.2 Students shall be given due process if they are suspected in violating disciplinary regulations and other policies of the University. However, the verdict of the case may determine the students to be ineligible in continuing his/her program (see Section 13, Student Discipline).
- Section 3.3 Students shall be oriented in the evaluation tool and/or process, added classroom policies, grading system, major requirements that have a bearing on the final grade of the course by their respective professors at the start of each term.
- Section 3.4 Professors shall give a course syllabus that shall serve as a supplement tool to keep track of the course requirements, topics to be covered and grading system.



Academic Policy Research Engagement and Lobbying
Office of the Vice President for Academics
De La Salle University Student Council

• Fighting for an academic institution that is a prime mover of the nation's progress • Fighting for an education that is scientific in its approach, holistic, mass oriented and nationalistic in its values and ideals • Fighting for a just and free university •

- Section 3.5 Professors shall allow for viewing and/or return requirements such as, but is not limited to, actual examination papers and questionnaires, seatwork, homework and projects to the students on or before the next examination of the course.
- Section 3.6 Students may see their class standing at any time during the term provided he/she should request the permission of the professor.
- Section 3.7 Professors are required to post the final grade computation of the class during the course card distribution day. Students who have queries or concerns regarding their grades may seek the professor and take time to discuss the computation.
- Section 3.8 Students may perform curriculum reviews from the perspective of students under the Student Council and/or Professional Organizations. The conclusions and recommendations shall be forwarded and discussed with the Department Chair and/or Vice Dean of the College.
- 3.8.1. Students may request a Teaching Performance Evaluation for Professors not scheduled for evaluation within the term. A class member shall make a formal request letter to the Director of Institutional Testing Evaluation Office.
- 3.8.2. The Institutional Testing Evaluation Office shall make the necessary arrangement with the professor after confirming the formal request.
- Section 3.9 The Department Chair shall ensure that the student representatives are informed and present during the teaching demonstration of the aspiring faculty. The Student Council shall submit the names and contact information of the official student representatives to the Department Chair.
- Section 3.10 Professors shall announce their availability for consultation at the start of the term; however the student shall have to make an appointment with the professor prior to consultation.
- Section 3.11 Professors should be restrained from circulating class lists with students' unpaid tuition fee records in class. Professors must not publicly announce the students' tuition fee status and must not also threaten students with dismissal from class or deprivation of examination on the basis of unpaid balances. Special examinations and/or change of grades must be arranged for the students deprived of exams on this basis.
- Section 3.12 Professors should be restrained from depriving students to take final examinations on the basis of filed disciplinary cases, especially those which have not yet been formally resolved.
- Section 3.13 Dropping of courses (see Section 5, Fees, Scholarships and Payments)
- Section 3.14 Honors and Privileges (see Section 9, Trimestral Honors and Section 10 Graduation)



**Academic Policy Research Engagement and Lobbying
Office of the Vice President for Academics
De La Salle University Student Council**

• Fighting for an academic institution that is a prime mover of the nation's progress • Fighting for an education that is scientific in its approach, holistic, mass oriented and nationalistic in its values and ideals • Fighting for a just and free university •

Section 3.15 Credit and Grading (see Section 8, Credit and Grading)

**ARTICLE IV
RIGHT TO POLICY-MAKING**

- Section 4.1 The Student Council President shall submit the names and contact information of two (2) official student representatives to the Chairperson of each University Committee before the start of the first term of each school year.
- Section 4.2 Each University Committee shall prepare the schedule of regular meetings for the school year and furnish a copy to the official representatives.
- Section 4.3 Agenda for the University Committees should be released seven (7) days before the scheduled meeting.
- Section 4.4 The minutes of the meeting of the University Committee shall be given to the official student representatives not later than five working days after the meeting, whether or not the latter attended the meeting.
- Section 4.5 In the event that the student representatives cannot attend the meeting due to academic concerns and any other valid circumstances, proxies will be allowed to attend the meeting, provided that their names were submitted to concerned parties before the start of the meeting.
- Section 4.6 The official student representative who will attend the University Meeting will be given an excuse absence in their class; the student, however, will be responsible for the missed lesson and/or requirements during the class hours.
- Section 4.7 The Student Council shall be furnished with a copy of a policy proposal on University Committees, which includes the Operations Council, and Council of Deans, as soon as they are prepared. Refusal of the respective administrators to show its proposal for the review by the student representative in the aforementioned University committee shall mean the Student Council's automatic denial of the Committee's proposal.
- Section 4.8 A representative from the Student Council may request to sit in as an observer to University Committees where there is no student representation. The request must be in the form of writing a formal letter addressed to the Chairperson of the aforementioned University Committee.
- Section 4.9 The Student Council shall have access to the minutes of the Board of Trustees, Council of Deans and the Operations Council. The minutes shall be given to the Student Council President.
- Section 4.10 The Student Council President can meet with the Chairperson of the Board of Trustees and the University Executive Vice President every trimester to discuss pertinent university issues directly affecting the student body.



**Academic Policy Research Engagement and Lobbying
Office of the Vice President for Academics
De La Salle University Student Council**

• Fighting for an academic institution that is a prime mover of the nation's progress • Fighting for an education that is scientific in its approach, holistic, mass oriented and nationalistic in its values and ideals • Fighting for a just and free university •

**ARTICLE V
RIGHT TO DUE PROCESS**

Section 5.1 Any student charged with a disciplinary offense has the right to be presumed innocent until proven guilty as accorded by law in a trial where he/she has the guarantees necessary for his/her defense.

Section 5.2 A Discipline Officer must read the rights of an accused upon apprehension for any violation of the rules and policies of the University. Blacklisting, expulsion, suspension, of any other disciplinary sanction that may be taken against a student shall no be valid unless the following rights have been observed and accorded.

5.2.1 The right to be informed in writing of the nature and cause of the accusation against him/her

5.2.2 The right to confront witnesses against him/her and to full access to the evidence in the case;

5.2.3 The right to defend himself/herself or to be defended by a counsel of his/her choice with adequate time being given him/her for the preparation of his/her defense;

5.2.4 The right to a hearing before the Student Disciplinary Board or the University Panel for Case Conference

5.2.5 The right against self-incrimination; and

5.2.6 The right to appeal adverse decisions of the Student Disciplinary Board to the Vice President for Academics of the University and ultimately to the Commission on Higher Education.

The following are considered, but is not limited, to circumstances which mitigate disciplinary sanctions, wherein the burden of proof is on the defendant:

5.2.7 That the offender had no intention to commit so grave a wrong as that committed.

5.2.8 That sufficient provocation or threat on the part of the offended party immediately preceded the act.

5.2.9 That the offender had voluntarily surrendered himself to the Discipline Office, or that he had voluntarily confessed his guilt before the Student Discipline Board prior to the presentation of the evidence for the prosecution.

5.2.10 That the offender is deaf and dumb, blind or otherwise suffering some physical or psychological handicap which thus restricts his means of action, defense, or communications with his fellow beings.

5.2.11 Such illness of the offender as would diminish the exercise of the will power of the offender without however depriving him of the consciousness of his acts.

5.2.12 And, finally, any other circumstances of a similar nature and analogous to those above mentioned.



**Academic Policy Research Engagement and Lobbying
Office of the Vice President for Academics
De La Salle University Student Council**

• Fighting for an academic institution that is a prime mover of the nation's progress • Fighting for an education that is scientific in its approach, holistic, mass oriented and nationalistic in its values and ideals • Fighting for a just and free university •

Section 5.3

Duties and Responsibilities of the Student Representatives, Discipline Office and the members of the University Panel for Case Conference (UPCC) and the Student Discipline Board (SDB). The Student Representatives, Discipline Office and the members of the Student Discipline Board shall have the following duties and responsibilities and be governed by the following provisions:

- 5.3.1 The Student Representative shall ensure that none of the rights of the accused were violated before the University Panel for Case Conference or the Student Discipline Board and recommend for a fair sentence if the accused is found to be guilty.
- 5.3.2 The Student Council together with the Director of the Discipline Office shall train Student Representatives to effectively fulfill their duties and responsibilities in the University Panel for Case Conference and the Student Discipline Board.
- 5.3.3 The Student Representatives and the members of the Discipline Board shall convene to make a Penal Code; a document that will prescribe the sanctions to disciplinary cases which shall be endorsed by the Dean of Student Affairs for the approval of the Council of Deans.
- 5.3.4 The Discipline Office shall give at least seven (7) days for the student representative to review the case assigned to him/her and for the accused to find a counsel. In the absence of a counsel, the accused shall instead be given ten (10) days to prepare his/her defense against the charges filed against him/her.
- 5.3.5 The Director of the Discipline Office at all times shall be prohibited from representing the administration in the Student Discipline Board.
- 5.3.6 The role of the Chairperson of the Discipline Board shall be limited to preside, maintain proper decorum, rule on exclusion or inclusion of a witness to testify and to rule on questions of order over the University Panel for Case Conference and the Student Discipline Board.

Section 5.4

The Chair of the grievance committee in the University shall convene the body and act on the policies set by the University. The Chair shall preside; maintain proper decorum and rule on exclusion or inclusion of a witness to testify.

Section 5.5

If a faculty member determines not to amend a student's record as requested, the student has the right to a hearing to challenge the contents of the contested record.

- 5.5.1 Student shall write a formal letter to the Director of Office of the University Registrar to the request for the misleading information to be amended. The formal letter must state its explanation and include evidences of its claim.
- 5.5.2 The Director of Office of the University Registrar shall reply to the request stating its explanation and verdict on the case.
- 5.5.3 The Director of Office of the University Registrar may form a committee or coordinate it with the College Grievance Board to handle the concern if and only if necessary.



**Academic Policy Research Engagement and Lobbying
Office of the Vice President for Academics
De La Salle University Student Council**

• Fighting for an academic institution that is a prime mover of the nation's progress • Fighting for an education that is scientific in its approach, holistic, mass oriented and nationalistic in its values and ideals • Fighting for a just and free university •

Section 5.6 Students who are not satisfied in the decision of a board may file an appeal to the appropriate channels following the procedures stated in the Student Handbook.

Article VI

RIGHT TO FREEDOM OF EXPRESSION, OPINION, DIGNITY, INDIVIDUALISM AND PEACE

Section 6.1 Personal Information is information not in the public domain which identifies an individual and which is capable of being associated with a specified individual. In the University context, examples of personal information include home address, home telephone number, date of birth, marital status, next of kin; all information concerning students, their enrolment, academic performance and their personal welfare (such as medical matters) and records of an individual student's library borrowings; information concerning persons who apply to the University for appointment or admission

6.1.1 Information should be collected only when it is necessary to carry out a particular function or administrative activity.

6.1.2 Personal information may be disclosed to third parties with the consent of the student. Such consent cannot be assumed, and should be given expressly and in writing. Moreover, it cannot be assumed, for instance, that the University has implied consent to routinely supply student details to professional associations or potential employers.

6.1.3 In some cases, legislation has conferred upon certain public officers the right to demand and receive information, even though it would otherwise be regarded as confidential.

Section 6.2 Students shall have the right to Free Press according to the RA 7079, Campus Journalism Act.

6.2.1 Student Publication shall align their policies and guidelines with the RA 7079, Campus Journalism Act.

Article VII

RIGHT TO RELIGIOUS FREEDOM

Section 7.1 Religious student organizations shall have the right to be accredited and to be recognized in the university system through the Aspiring Organizations Accreditation Committee (AOAC). Once accredited, these aforementioned organizations shall enjoy equal rights and privileges as any duly accredited organizations.

7.1.1 Whenever possible, the University administration shall allow religious organizations just as any recognized student organizations to use the facilities of the University free of charge.

7.1.2 Religious organizations shall have the right to organize activities.

7.1.3 All religious organizations will have one umbrella organization to be accredited by the AOAC under the CSO. Individual religious organizations



**Academic Policy Research Engagement and Lobbying
Office of the Vice President for Academics
De La Salle University Student Council**

• Fighting for an academic institution that is a prime mover of the nation's progress • Fighting for an education that is scientific in its approach, holistic, mass oriented and nationalistic in its values and ideals • Fighting for a just and free university •

can join the aforementioned umbrella organization which reserves the right to accredit religious organizations.

7.1.4 Religious organizations shall have the right to raise funds, recruit members, and organize activities as long as it is consistent with the accomplishment of the goals of the University and policy on student activities.

Section 7.2 Religious organizations will adhere to the provisions of the student handbook which prohibits proselytizing on campus.

Section 7.3 Religious organizations together with the Student Council and University administration shall explore different venues in discussing the faith and other related subjects thereto in the academe.

Section 7.4 Proselytizing shall be defined and be implemented as follows:

7.4.1 The Student Handbook classifies proselytizing as a minor offense and 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.

7.4.2 Proselytizing will only be valid as a minor offense upon a received complaint by the Discipline Office from the one being alleged to be proselytized.

**ARTICLE VIII
RIGHT TO INFORMATION**

Section 8.1 To access confidential information, one must write a formal request letter address to the Executive Vice President. The letter must state its reasons and noted by the Dean of Student Affairs.

Section 8.2 Students may access his/her own school records.

8.2.1 Students must request clearance from the Office of the University Registrar to access his/her school records.

9.2.1.1 Request may be done through formal letter or using one's My.LaSalle Electronic Mail.

9.2.1.2 Official request made by the students must abide to the set policies of the Office of the University Registrar.

Section 8.3 The University shall post the tuition and miscellaneous fees table in the My.LaSalle Account or University Website.

Section 8.4 The University shall inform and invite the Student Council President in the proceedings and drafting of guidelines for the additional fees that the University will implement.

Section 8.5 The University shall provide statistics and the school year thrust to the Student Council regarding the tuition fees allocation.



**Academic Policy Research Engagement and Lobbying
Office of the Vice President for Academics
De La Salle University Student Council**

• Fighting for an academic institution that is a prime mover of the nation's progress • Fighting for an education that is scientific in its approach, holistic, mass oriented and nationalistic in its values and ideals • Fighting for a just and free university •

**ARTICLE IX
RIGHT TO ORGANIZE**

- Section 9.1 The Student Council shall have its own set of officers, which the mandate is given by the students through the annual general and freshmen elections.
- Section 9.2 The Student Council shall have the right to determine its policies and programs on student activities subject to its duly ratified constitution and policies.
- Section 9.3 The Student Council shall have the right to amend its constitution and by laws provided the student body ratifies it.
- Section 9.4 The University shall provide annual operating budget for the Student Council. The Student Council shall have the freewill to allocate the funds in their own accordance and be liable to the students.
- Section 9.5 Any group of students may apply to the Aspiring Organizations Accreditation Committee to become a recognize organization in the University.
- 9.5.1 Aspiring organizations must meet the requirements set by the University and Aspiring Organizations Accreditation Committee.
- 9.5.2 The Revocation Committee shall investigate Student Organizations that violates its statement of purpose and constitution for its recognition as a Student Organization inside the University.
- 9.5.3 The Accreditation Committee shall announce yearly renewal of re-accreditation of all Student Organizations.
- Section 9.6 Students can perform rallies, peaceful mobilization and silent march/ protest during the University-Break to avoid disturbing the academic classes.

**Article X
FINAL PROVISIONS**

- Section 10.1. **Administration and Enforcement.** Within ninety (90) days after the approval of the Student's Charter, all sectors in the University, namely the Administration, the faculty, the non-teaching Staff, and the students shall promulgate necessary rules and regulations to implement the provisions of this document.
- Section 10.2. **Separation Clause.** If any provision of this charter is declared invalid, the remainder thereof not affected thereby shall continue to be in force.
- Section 10.3. **Amendments.** Future changes in University policies, as will be reflected in the De La Salle University Handbook, which affect students' rights and welfare shall take precedence over the corresponding provisions in the Students' Charter. These changes shall be effectuated only upon full participation of the Student Council in behalf of the students in the decision-making process.



**Academic Policy Research Engagement and Lobbying
Office of the Vice President for Academics
De La Salle University Student Council**

• Fighting for an academic institution that is a prime mover of the nation's progress • Fighting for an education that is scientific in its approach, holistic, mass oriented and nationalistic in its values and ideals • Fighting for a just and free university •

Section 10.4. **Effectivity.** The Student's Charter shall immediately take effect the school year after its approval.

References:

Students' Charter
Student Council Constitution
De La Salle University Student Handbook, 2003–2006
Declaration of Human Rights
Bill of Rights
International Universities Rules and Policies

Authored and Drafted by:

Oliver To, VP-ACAD
Mark Nanquil, EVP, OVP-ACAD
Unix Sta. Ana, RnD Head, OVP-ACAD

Reviewed and edited by the STRAW Committee, SY 2005-2006