

## What to do when a student allegedly violated a major offense:

1. Accomplish a Complaint/ Incident Report. Download the form at [tinyurl.com/sdfoform](http://tinyurl.com/sdfoform)
2. A complaint/ incident report should contain the following important information:
  - a. Student's complete name and ID number
  - b. Date, time and venue of the incident.
  - c. Narration of the incident (include what, where, when, why, who or with whom and how)
  - d. Attach material evidence, if any.
  - e. Name, designation and contact information of the person reporting the incident.
  - f. Attach a photocopy of the faculty member's government issued ID.
3. Submit the Incident Report to the SDFO at M115-A.  
*A Document Tracking System (DTS) will be issued to monitor the status of the complaint/ report.*
4. Inform the student/s involved to report to the SDFO.
5. An initial investigation will be conducted by the SDFO.
6. If the complaint progresses as a case, DLSU becomes the complainant and the faculty as the complaining witness.

References:  
DLSU Student Handbook, AY 2015-2018  
SDFO Processes in Handling Major Discipline Offenses

Image Source:  
[http://www.dlsu.edu.ph/\\_assets/\\_images/\\_faculty/sample.jpg](http://www.dlsu.edu.ph/_assets/_images/_faculty/sample.jpg)  
<http://www.butterfly-art.net/images/DLSTeach.jpg>

**We are glad to serve you!**

### SERVICE HOURS

Monday to Friday	07:00AM-09:30PM
Saturday	07:00AM-06:00PM

### OFFICES

SDFO Coordinator & Directors—SJ 115  
Discipline Enforcement Section - M115-A  
Discipline Education, Advocacy and Programs Section - M115-B  
Lost and Found Section - SJ105

### LANDLINE AND MOBILE

536-0269  
524-4611 to 24  
Local nos. 414, 611, 290

### E-MAIL

[sdfo@dlsu.edu.ph](mailto:sdfo@dlsu.edu.ph)

for more updates and announcements



[fb.com/sdfo.dlsu](https://fb.com/sdfo.dlsu)



Student Discipline  
Formation  
Office



## SDFO GUIDE FOR FACULTY MEMBERS

*“God entrusts to you his care of the young”*

(Med 37.3), St. John Baptist De La Salle

## THE FIRST STEP OF DISCIPLINE

As an educator, the classroom is one of the cornerstones of student discipline. As such, it is a faculty member's duty to ensure that the students inside the classroom are imbued with the proper Lasallian values.

Let this brochure guide the faculty member in promoting student discipline and proper decorum.



*“Faculty members, administrators, or staff members, in their obligation to exercise judgment as special parents, may call the attention of students whose behavior and actions do not uphold the provisions on this Handbook“*

### **Student Handbook Sec. 4.16**

## IS FOUND WITHIN THE WALLS

### Academic Dishonesty (Major Offense)

The student handbook disapproves the act of cheating and any of its similar forms. De La Salle University is a research institute, and places a premium on academic honesty. All acts of cheating and plagiarism are major offense, and must be dealt with appropriately. Any student found guilty of academic dishonesty may receive a failing grade of 0.0 for the entire course or for that specific activity.

### Practicing Fraud (Major Offense)

Acts of deception are considered as a major offense in the university. These acts include, but are not limited to: submission of fake documents (excuse letters, medical certificates, etc.), any form of forgery, tampering of official documents, attendance sheets and the like.

Any violation related to this policy and the policy on Academic Dishonesty can be grounds for disqualifying a student from obtaining academic awards and recognition.

### Acts of Disrespect (Minor / Major Offense)

Respect is a fundamental quality of a Lasallian. Students who are disrespectful may be charged with a **minor** offense (for simple acts of disrespect) or a **major** offense (for gross acts of disrespect). The faculty member may file the appropriate charge against an offending student at the SDFO.

### Dress Code Policy (Minor Offense)

Students are expected to abide by the University's dress code. Faculty members have the right to implement their own dress code as part of classroom policy and as maybe needed by the course (i.e. wearing of corporate attire, lab attire, and the like).

## OF OUR CLASSROOM

### Classroom Policies (Minor Offense)

Students are expected to obey the classroom policies that are set by the professors concerned and mutually agreed upon by students. The professor has the right to enforce their own policies and students are obligated to follow. Failure to do so can be a reason for the faculty to send a student to the Student Discipline Formation Office (SDFO) for processing and issuance of the readmission to class slip. In establishing house rules, please be reminded that the faculty member's policies cannot supersede the policies set by the university.

#### *Reminders when sending out the student:*

A. Explain to the student the reasons for sending them to the SDFO (i.e. breaking policies, disrespect, etc.).

B. Make it clear that the student needs to secure a readmission to class slip to be able to attend the class again. As a rule, no readmission to class slip, no attendance.

C. Once the student secures and presents the readmission to class slip, he/she can attend the class again.

### No Eating Policy (Minor Offense)

Eating inside the classroom, study areas, auditoriums, etc. is a minor offense. However, students are allowed to consume biscuits, candies, and water inside the classroom.

For a full list and explanation of student discipline policies, please refer to the **student handbook**:

[http://www.dlsu.edu.ph/offices/osa/\\_pdf/student-handbook.pdf](http://www.dlsu.edu.ph/offices/osa/_pdf/student-handbook.pdf)