Process Flow for Discipline Case Investigation (Minor Offenses)

► Student is Apprehended

The student is informed of the nature of the violation and is invited to the SDFO for processing.

**Faculty, administrators, and staff members may also call the attention of students and ask them to proceed to the SDFO.*

► Recording of Entry

*The **Discipline Officer:***

- Checks the student's discipline records
- Records the apprehension on the Cases Logbook
- Pages the student's ID, if necessary

*The **Discipline Coordinator**:*

- Records the apprehension on the student's ALPHA, MLS, and IDA profiles, as applicable

If the Student Reports

Follow applicable procedure below

If Student Does Not Report

*The **Discipline Officer** issues a call slip*

► For First and Second Minor Offense

*The **Discipline Officer**:*

- Allows the student to explain both verbally and in writing through the Letter of Explanation / Admission / Apology **(Investigation Report)**
- Conducts **Policy 3Cs** (Content, Context, and Core)
- Issues the applicable forms:
  a) **Readmission to Class Slip**, for students sent out and faculty pursues case
  b) **Academic Service Endorsement Form (ASEF)**, for students with ID concerns
  c) **Referral Form**, for OCCS, FORMS, etc.
- Refers the student to the SDFO Coordinators or to Section Heads *(for Second Minor Offense only)*

*The **Student** accomplishes / submits:*

- **Discipline Case Feedback Form (DCFF)** as confirmation of the violation
- **Discipline Case Investigation Evaluation**
- **ITEO Service Evaluation Form**
- **Letter from Parents** *(for Second Minor Offense only)*

► For Violations Without Case

(First violation of Campus Pass Policy; Calculator Policy; 3rd Lost ID; Students sent out but Faculty recommended for recording without offense)

*The **Discipline Officer**:*

- Lets the student explain through the **Investigation Report (IR)**
- Conducts **Policy 3Cs** (Content, Context, and Core)
- Issues the applicable forms:
  a) **Academic Service Endorsement Form (ASEF)**, for students with ID concerns
  b) **Payment Slip for Lost ID Fine** (for 3rd lost ID)

*The **Student** accomplishes / submits:*

- **Discipline Case Feedback Form (DCFF)** as confirmation of the violation
- **Discipline Case Investigation Evaluation**
- **Service Evaluation Form**
- **FORMS Program** registration (for 3rd lost ID)

► For Third Minor Offense (same kind) or Fifth Minor Offense (different kinds)

*Refer to **Process Flow for Major Offense***

► For Appealed / Contested Violations

*Student's documents are forwarded to the **SDFO Director***

► Updating of Discipline Records

*After case conference and evaluation, the **Discipline Coordinator** updates the student's discipline record and lifts any clearance holds. The Discipline Enforcement Section Head records the violation for case profiling.*