

**DE LA SALLE UNIVERSITY  
OFFICE OF THE DEAN OF STUDENT AFFAIRS**

**TO : University Student Government/ Council of Student Organizations  
All offices/Departments/Units**

**FROM: FRITZIE IAN P. DE VERA  
Dean of Student Affairs**

**RE : CALL FOR PROPOSED AMENDMENTS FOR THE 2015-2018 STUDENT  
HANDBOOK**

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The Office of the Dean of Student Affairs involves members of the community in improving guidelines covering the students as contained in the Student Handbook. Please be informed that the Office of the Dean of Student Affairs is now accepting proposals for amendments to the current edition of the Student Handbook, to take effect next academic year.

**Proposal(s) must be made in writing and sent to the Office of the Dean of Student Affairs by July 26, 2014. Please refer to the attached form.**

Below are the guidelines regarding the procedure for approving proposed amendments to the Student Handbook.

**PROCEDURE FOR THE APPROVAL OF AMENDMENTS TO THE PROVISIONS OF THE  
STUDENT HANDBOOK:**

1. The Dean of Student Affairs invites councils and offices to submit proposals for the revisions of the Student Handbook. If the proposed amendment simply concerns **style**, it needs only to be presented for information to the Presidents' Council. **Style** refers to spelling, punctuation, grammar, and word usage. If the proposal involves substantial change in meaning or requires the deletion or addition of new ideas, it will have to go through the succeeding items.
2. The Head of the initiating council/office submits proposals to the Student Handbook Revision Committee, through the Dean of Student Affairs. The Student Handbook Revision Committee shall convene within the trimester for the purpose of deliberating on the proposed amendments.
3. The Head of the initiating council/office shall be invited, if so required, to be present during deliberations to answer questions of the committee members regarding the proposed amendment.
4. Upon approval by the Student Handbook Revision Committee, the **proposed** amendments will be presented to the Presidents' Council which approves all recommendations given by the Student Handbook Revision Committee.

Thank you very much.

***(Please turn back page for return form)***

(Please fill-up in typewritten form)

**RETURN FORM**

TO : FRITZIE IAN P. DE VERA  
Dean of Student Affairs

FROM: \_\_\_\_\_ (signature above printed name)  
\_\_\_\_\_ (unit/office)

RE : PROPOSED AMENDMENT TO THE STUDENT HANDBOOK FOR AY 2015-2018

| Provision Number | Proposed Amendment | Type of Amendment Style or Substantive |
|------------------|--------------------|----------------------------------------|
|                  |                    |                                        |

**Note: Please use separate sheet for new proposal.**

I understand that I may be invited to the Student Handbook Revision Committee meeting to explain my proposed amendment. Thank you.