



## **Comprehensive Undertaking and Agreement for Incoming Students of the Tañada-Diokno School of Law**

I, [full name] \_\_\_\_\_, of legal age, having been accepted into the Juris Doctor (J.D.) program of the De La Salle University – Tañada-Diokno School of Law (DLSU-TDSOL), hereby sign this Comprehensive Undertaking and Agreement freely, with complete comprehension of its contents, and with the commitment to abide by it fully and in good faith.

### **1. TDSOL as a part of DLSU**

I understand that TDSOL is part of De La Salle University (DLSU) and that the Rufino campus in Bonifacio Global City (BGC), Taguig, is a satellite campus of DLSU, which has as its main campus the premises on Taft Avenue, City of Manila (“Taft campus”). In this regard, I understand that the rules, regulations, processes, and procedures applicable to students at the Taft campus are deemed applicable to me as a student of TDSOL, whether I am at the Rufino Campus or the Taft campus, unless the administration expressly excludes such applicability. I likewise understand the implication that certain student services are available at the Taft campus only, and I agree that I will go to the Taft campus if I need to avail myself of services offered there.

### **2. Attendance of classes and taking exams onsite at the Rufino Campus**

I understand that classes at TDSOL are held onsite at the Rufino campus at University Parkway, BGC, Taguig. I understand that attending classes and taking exams onsite, i.e., in person or “face-to-face,” is required. I understand that the occasional resort to hybrid or online classes in exceptional circumstances, at the instance of the faculty and/or administration, does not create the availability of this modality at the instance of the student(s). I agree and commit to attending my classes and taking exams at the Rufino campus. I further understand that, if I bring my motor vehicle, I will have to find parking on my own for such a vehicle off-campus.

### **3. Concept of “working hours” vis-à-vis class schedules**

In scheduling classes for students in the NTJDP (5-year) program, TDSOL considers typical office hours to be from 8:00 am to 5:00 pm on weekdays. If I hold full-time or part-time employment, I understand that the course sections intended for “working students” are scheduled for weeknights from 6:00 pm to 10:00 pm and Saturdays from 8:00 am onwards, regardless of my working hours at my place of employment. I agree that I cannot ask for individualized accommodation for working hours outside typical office hours across various industries.



#### **4. Daytime exams for designated “day sections”**

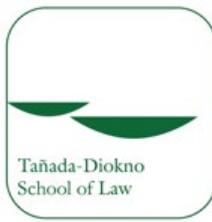
If a section of an offered course is designated as a “day section,” i.e., intended for students in the NTJD (4-year) program, the exam of that section may be scheduled any time during the typical office hours of 8:00 am to 5:00 pm on weekdays, even if the regular class schedule for that particular section falls outside these hours. I understand that enrolling in a course designated as a “day section” makes it possible that the midterm and final examinations for that course will be scheduled on weekdays between 8:00 am to 5:00 pm. I agree that if I enroll in a “day section,” I will not request special accommodations for the exam schedules if such fall within my working hours.

#### **5. Exam schedule for courses taken off-sequence**

I understand the curriculum prescribes courses to be taken in a particular sequence. If ever I enroll in a course at a time that deviates from this prescribed sequence (whether the reason is because of receiving a grade of 0.00 in the course necessitating a re-take, dropping a course, not taking the course at the prescribed time in the curriculum, or any other reason), I understand that I may have to take an exam that may be in conflict with the course I have taken off-sequence. In such cases, I may have to sit for the exams immediately before or after one exam. Furthermore, if I am in the 5YR program and enrolled in an off-sequence course, the exams may be held during typical office hours, or hours that might conflict with my actual working hours. If this is the case, I agree to take a leave of absence from my place of employment to take the exam for the off-sequence course.

#### **6. Photographs and audio/video recordings on campus**

Whenever I take photographs or videos while on campus, I agree that I will do so in a manner that is obvious and not surreptitious, and I will undertake to obtain the express consent of everyone appearing in such photos or audiovisual recordings before I share these recordings (e.g., on social media or similar). I understand that recording faculty members during classes, whether in person or online, whether audio or video or both, without the faculty member’s express and informed consent, is violative of Philippine law; I affirm that I will not make such illegal recordings. I agree that when events are held on campus, such that photographs and audiovisual recordings are being openly made in connection with such events, my presence at such an event is equivalent to consent to be photographed or part of such audiovisual recording. I understand that photographs and audiovisual recordings during campus events may be shared in publicity material or on social media, and I agree that my presence at the event is likewise consent for my image to be part of such published material.



## 7. Use of data collected during the application process

I agree that the data from all the assessment tests I took or wrote during the TDSOL application process may be reviewed and/or processed by appropriate and relevant University offices, including but not limited to the Counseling and Psychological Services Office, the Student Success Center, Student LIFE, and the Lasallian Pastoral Office, to help them in creating academic and professional development intervention programs for individual students, for small groups of students or for college-wide activities. I am aware that the data shall be safeguarded.

## 8. Person to contact in case of emergency

In case I am involved in an emergency, I affirm that the following individual is the appropriate person to contact regarding my situation:

Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Mobile Phone No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

I affirm that the person named above has agreed to be my designated “person to contact in case of emergency.” If the person above is no longer the appropriate person to be considered as my emergency contact during my studies at DLSU, I undertake to inform the DLSU Office of Counselling and Career Services (OCCS) and the TDSOL Administration immediately. I agree that if I have been physically injured or diagnosed with an illness, the relevant University personnel may immediately call my emergency contact. I agree that, if, in the estimation of the appropriate University personnel, I pose a risk of physical or mental harm to myself or others, the relevant University personnel may call my emergency contact. I agree that if I have been absent from classes for a prolonged period and have not been responding to e-mails from the administration, the relevant University personnel may call my emergency contact.

## 9. Retention Policy

I understand that my continued enrollment at TDSOL depends on my successful compliance with the retention policy. The retention policy requires that I obtain a Cumulative Grade Point Average (CGPA) of at least 1.50 at the end of my first year of study, and a CGPA of at least 1.75 for my succeeding years of study. Furthermore, students in the NTJD (4-year) program must not obtain a grade of 0.00 in 7 units in one academic year, while students in the NTJDP (5-year) program must not obtain a grade of 0.00 in 6 units in one academic year. Additionally, no student may fail the



same course twice. I understand breaching the aforementioned retention policy renders me ineligible to re-enroll at TDSOL.

#### **10. Maximum Residency**

I understand that I must complete my studies within 12 semesters if I am in the NTJD program, and 14 semesters if I am in the NTJDP program. I understand that I will not be allowed to enroll in any Review courses slated for the last year of study if I have not completed all required non-Review courses in the previous semesters, except Clinical Legal Education. I understand that not all courses are offered every semester, and I agree that I will not demand that a course not usually offered be opened for enrollment. I understand that taking and receiving a passing grade in a prerequisite course is a requirement for enrollment in a course with required prerequisites. I understand that the non-availability of a course during a particular semester, the delay caused by failure to take and/or pass prerequisite courses, or similar circumstances leading to delayed enrollment in courses prescribed under the curriculum, are not valid exemptions from the applicability of the maximum residency rule. A breach of the maximum residency rule carries the consequence of ineligibility to re-enroll at TDSOL. I agree that I will ensure compliance with the maximum residency rule and that I am responsible for enrolling in courses on time.

#### **11. Attendance of trial court hearings and client meetings as part of the Clinical Legal Education Program**

I understand that I will have to participate in the Clinical Legal Education Program (CLEP), which involves occasionally appearing in court while representing clients of the DLSU Law Clinic. I understand that trial court hearings are scheduled during office hours. Therefore, I understand that if I hold full-time employment while I am a law student practitioner (LSP), there will be occasions when I will have to file for leave from my place of work to comply with my duties as a law student practitioner in the CLEP.

#### **12. Completion of documentary requirements**

I understand that submitting documents required by the Office of Admissions and Scholarships (OAS) is a condition for my acceptance into the J.D. program and for valid and continued enrollment at TDSOL. I understand that if I do not submit all documents within the timeframe provided by OAS, I may be barred from enrolling in the subsequent semester.

#### **13. Policy on Leaves of Absence**

I understand that if I apply for a leave of absence (LOA) during my first semester at TDSOL, I will need to file an application for re-admission in the next academic year, and I cannot return to



school in the second semester of the incoming academic year. I understand that if I go on LOA in the second semester of Year 1, and subsequent semesters, I may be required to provide relevant medical clearances, if applicable, before being allowed to re-enroll at TDSOL. I understand that a LOA cannot exceed two consecutive semesters.

I affirm that I completely understand and agree to all the foregoing, and undertake the obligations set forth above.

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Signature above the printed name

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Date and Time

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Application Reference Number