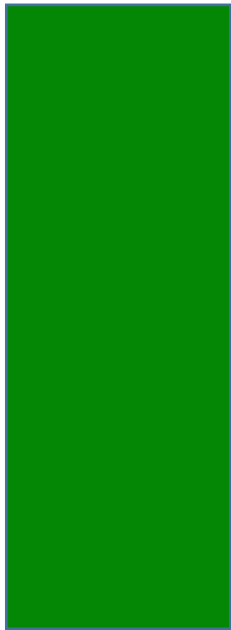


**PANPACIFIC UNIVERSITY  
NORTH PHILIPPINES**

**STUDENT HANDBOOK**

**REVISED 2017**



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## PREFACE

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This student handbook is a handy material prepared for a *bona fide* student of Panpacific University North Philippines (PUNP) as a guide to a healthy state of academic and personal life.

Upon admission, a PUNP student agrees to abide by the rules and regulations set by management of this institution. Individually and collectively, students should conduct themselves accordingly so that the good name of the University is preserved.

The Board of Regents reserves the right to repeal, modify and promulgate policies, rules and regulations.

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## **VISION**

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PUNP becomes the total University of choice in the PanPacific Rim

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## **MISSION**

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We are devoted to building better lives by pioneering teaching, learning and research. We are compassionate, service-oriented in our pursuit of truth.

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## **CORE VALUES**

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**P** – Pioneering  
**C** – Compassionate  
**S** – Service-Oriented  
**T** - Truthful

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## **GOALS**

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PUNP shall endeavor to:

1. establish a foundation of a total university of choice through strategic pillars consisting of fundamental beliefs and principles;
2. utilize balanced scorecard perspectives to push for quality customer service;
3. etch a pathway of academic endeavor lined with relevant offerings that match the needs of dynamic society;
4. operationalize the concept of a global village through dynamic linkages; and

5. constitute an empowered academic community which can respond to a versatile human resource for the development of morally upright human life.

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## **OBJECTIVES**

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Towards the fulfillment of the PUNP Vision-Mission, the institution shall:

1. conduct an evaluation – planning workshop at the end of each term as a strategy for development;
2. institutionalize a quality customer-service culture in the various customer-service windows of the University;
3. periodically monitor the implementation of program/projects identified in the balanced scorecards by academic discipline;
4. design an institutional highway for development of pertinent programs and projects leading to linkages with other sectors of society;
5. undertake internal supervision of the teaching-learning process in a clinical approach; and
6. participate in community development activities to give meaning to a pro-life philosophy.

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## **TOTAL QUALITY POLICY**

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Panpacific University North Philippines is committed to provide quality services to the University stakeholders through teaching, research, innovation and extension for sustainable global development. The University is committed to continually improve its services and processes in the working and learning environment to

ensure each stakeholder receives the timely and quality service in compliance with statutory and other regulatory requirements.

At PUNP, quality is everyone's concern and shall permeate every facet of the university through a culture that is excellence-driven, value added, service oriented and customer focused

PUNP appraises and reviews its quality objectives, programs, services and performance to continually improve the effectiveness of the Quality Management System based on the ISO 9001:2008 Standard.

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## **QUALITY OBJECTIVES**

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To provide quality services to the University stakeholders, the Institution should

1. implement an effective quality management system based on ISO 9001:2008 by establishing procedures to enhance access to quality university education and support undertaking of research and development;
2. continuously monitor and review performance of university structures and systems to ensure continual improvement of services to our customers; and
3. Maintain efficient and effective communication among members of the university stakeholders to improve performance of internal administrative and institutional support structures.

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## PUNP HYMN

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### **Dreams PUNP**

*James E. Dale – Composer / Arranger, Pianist*

*Gary LaVigne – Lyricist, Saxophone*

*Produced by: SUNSET Productions, Florida, USA*

Tomorrow is here  
We hold the key  
To open the doors  
Where dreams become reality  
We loyal daughters and sons,  
Gratefully offer praise to one to PUNP

With honor and pride  
We sing of thee  
Our own faithful guide  
Of science and technology  
To better lives here at home  
And o'er the sea  
Let your fame be known  
Hail PUNP

When we think of  
The teachers and friends  
We have made  
Who transforms our lives as they do

We know distance and time  
Cannot steal them away.  
In our hearts burns a flame  
Ever true...

Tomorrow is here  
We hold the key  
The future is ours  
And dreams are now reality  
Standing tall in your light  
Where glory shines  
With our heads held high  
We sing of thee, PUNP  
Sing praise to thee...PUNP.!

Article

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# **ACADEMIC REGULATIONS**

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## Section 1

# ADMISSION AND ENROLLMENT

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### 1.1 ADMISSION POLICY

- 1.1.1 It is the policy of the Panpacific University North Philippines (PUNP) to admit students in accordance with the policies and standards set by the University and the existing rules or regulations mandated by the Commission on Higher Education (CHED), Department of Education (DepEd), Maritime Industry Authority (MARINA), Legal Education Board (LEB), Technical Educational Skills and Development Authority (TESDA) and other regulating bodies.
- 1.1.2 The university reserves the right not to accept any applicant whose qualifications do not meet the standards and requirements of the program in which he/she desires to enroll.
- 1.1.3 For transferee, shiftee and second course taker applicants, PUNP reserves the right to credit the course/s completed subject to evaluation and verification of the course description/s.

## **1.2 ADMISSION REQUIREMENTS**

### **1.2.1 Documentary Requirements**

#### **1.2.1.1 Basic Education School**

- 1.2.1.1.1 Original Copy NSO Birth Certificate (all levels)
- 1.2.1.1.2 Original copy of the F-138 or Report Card (lower, middle, upper)
- 1.2.1.1.3 Certificate of Good Moral Character (middle, upper)

#### **1.2.1.2 Incoming first year college students**

- 1.2.1.2.1 Fourth Year High school Card or Form 138 (original and un-cancelled)
- 1.2.1.2.2 Original Copy NSO Birth Certificate
- 1.2.1.2.3 Recently issued certificate of good moral character from the high school principal or any authorized school official (with school seal)

#### **1.2.1.3 Graduate School**

##### **1.2.1.3.1 Accomplished Forms**

- 1.2.1.3.1.1 GS Form A1 (Essay)
- 1.2.1.3.1.2 GS Form A2 (Academic Recommendation)
- 1.2.1.3.1.3 GS Form A3 (Professional Recommendation)

- 1.2.1.3.2 Original/Notarized Certified True Copy of the Original Official Transcript of Records (OTR) (for new students)
- 1.2.1.3.3 Notarized Certified True Copy of Marriage Certificate for female applicants (if applicable)
- 1.2.1.3.4 Certificate of Employment (if applicable)
- 1.2.1.3.5 Other documents as may be required

#### **1.2.1.4 College Of Law**

- 1.2.1.4.1 Original/Notarized Certified True Copy of the Original Official Transcript of Records (OTR)
- 1.2.1.4.2 Certificate of Good Moral Character

#### **1.2.1.5 Transferees**

##### **1.2.1.5.1 Transfer Credentials**

- 1.2.1.5.1.1 Copy of Transcript of Records (for evaluation purposes)
- 1.2.1.5.1.2 Certificate of Good Moral Character
  
- 1.2.1.5.2 Original Copy NSO Birth Certificate

#### **1.2.1.6 Returning Students**

- 1.2.1.6.1 Clearance from finance and unit registrar as of the last term enrolled in

### 1.2.1.7 **Shiftee**

#### 1.2.1.7.1 Approved Authorization to Shift Course Form

### 1.2.1.8 **Foreign Students**

- 1.2.1.8.1 Passport (Biopage)
- 1.2.1.8.2 High School Transcript/OTR (transferee)
- 1.2.1.8.3 Birth Certificate
- 1.2.1.8.4 English Proficiency Test (EPT) Results

*Note:*

*The foreign student shall apply to the Admission Office six (6) months prior to the opening of classes. Application for admission ends four (4) weeks before the opening of classes.*

*Notice of Acceptance to the University shall be issued upon evaluation of all documents submitted.*

*The student shall pay for all required processing fees – (see Bureau of Immigration (BI) website - <http://www.immigration.gov.ph> - Student Visa Application fees) to the Finance Office.*

*The student shall submit the photocopy of the Official Receipt to the University BI Representative.*

*The BI Representative applies for the Special Study Permit/Student Visa.*

## **1.2.2 Required Tests (as may apply)**

- 1.2.2.1 Psychological Test
- 1.2.2.2 Aptitude Test
- 1.2.2.3 Personality Test
- 1.2.2.4 Neurological Test
- 1.2.2.5 I.Q. Test

## **1.2.3 Medical Requirements**

1.2.3.1 New Students (Incoming First Year College students and transferees)

1.2.3.1.1 Hepa B screening and vaccination  
(HRM, Nursing, Pharmacy,  
Maritime, Criminology)

1.2.3.1.2 Pregnancy Test (Nursing, Pharmacy,  
Maritime)

1.2.3.1.3 Drug Test

### **1.2.3.2 Maritime**

1.2.3.2.1 In addition to the Hepa B screening (negative) and vaccination(quarterly) and drug test (annually), student applicants for maritime courses shall undergo the following medical examinations prior to admission in the University:

- |          |                        |
|----------|------------------------|
| a. Urine | d. Eyesight (Ishihara) |
| b. Stool | e. Hearing             |
| c. CBC   | f. Pregnancy Test      |

### 1.2.3.3 Criminology

- 1.2.3.3.1 In addition to the Hepa B and drug test (annually) screening and vaccination, Ishihara test shall also be taken by the criminology students prior to admission to the course.

## 1.3 ADMISSION PROCEDURE

- 1.3.1 Upon qualifying, the student shall personally proceed to the registration room for the creation of his/her profile by presenting his/her admission requirements
- 1.3.2 After the completion of the student information profile, the student ID number is then generated.
- 1.3.3 The student shall be issued an admission slip to be presented for enrolment.

## 1.4 ENROLLMENT REQUIREMENTS

### 1.4.1 Documentary requirements

- 1.4.1.1 Student Identification Card  
1.4.1.2 Hepa B Vaccination Card

1.4.1.3 Results of Annual Medical Exam from accredited Clinic to be presented to the University Physician

1.4.1.3.1 Urine

1.4.1.3.2 Stool

1.4.1.3.3 CBC

1.4.1.3.4 Ishihara

1.4.1.3.5 Hearing

1.4.1.3.6 Drug Test

1.4.1.4 Medical Certificate issued by the University Physician stating that the student is fit in all aspects.

## **1.5 ENROLLMENT POLICY**

- 1.5.1 The student must personally enrol during the prescribed enrolment period except when he/she presents a valid certification of physical incapability.
- 1.5.2 Students who enrol after the regular enrolment period shall be charged a fee for late registration/enrolment.
- 1.5.3 No student shall be allowed to enrol in any program two (2) weeks after the opening of classes.

- 1.5.4 Students with incomplete credentials shall not be allowed to enrol. However, in extreme cases, the students file a waiver.
- 1.5.5 The student should complete the registration/enrolment process to be considered officially enrolled.
- 1.5.6 Maritime students shall enrol the 40 units Apprenticeship/Shipboard Training one month after their third year.

## **1.6 ENROLMENT PROCEDURE**

- 1.6.1 The student presents ID number to the Unit Registrar (for regular students)/Academic Head (for transferee and irregular students) for the assignment of subjects.
- 1.6.2 The student pays the assessed fee to the cashier
- 1.6.3 The student presents the official receipts to the Unit Registrar before his/her validated registration form and student ID card are issued.
- 1.6.4 New students can secure the library card upon presentation of the registration form.

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Section 2  
**STUDENT CLASSIFICATION**

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## **2.1 BY CURRICULUM YEAR LEVEL**

College Students are classified by curriculum year in accordance with the following:

- 2.1.1 First Year. A student is classified as first year if he/she has not yet completed all the subjects prescribed in the first year of his/her curriculum or program of study.
- 2.1.2 Second Year. A student is classified as second year if he/she has completed the courses/subjects prescribed in the first year of his/ her curriculum.
- 2.1.3 Third Year. A student is classified as third year if he/she has completed all the subjects prescribed in the first and second years of his/her program of study / curriculum.
- 2.1.4 Fourth Year. A student is classified as fourth year if he/she completed all the subjects prescribed in the first three years of his/her curriculum.
- 2.1.5 Fifth Year. A student from the College of Engineering is classified as fifth year if he/she has

completed all the subjects prescribed in the first four years of his/her curriculum.

## **2.2 BY ACADEMIC LOADS**

College students are also classified according to their academic loads.

- 2.2.1 Regular Student. A student is classified as a regular student if he/she carries the prescribed full load every term without any advance or back subjects;
- 2.2.2 Irregular Student. A student is classified as irregular student if he/she has advanced or back subjects and is carrying an academic load not prescribed in the curriculum.

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### Section 3 **ORIENTATION**

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- 3.1 All incoming first year students and transferees are required to attend the general orientation and acquaintance meetings as scheduled
- 3.2 Schedule of orientation is posted in bulletin boards, website, and official facebook page.

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Section 4  
**ACADEMIC LOAD**

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- 4.1 Student shall enroll the subject(s)/course(s) and number of units for every term in accordance with the approved curriculum for each degree program.
- 4.2 Student shall not be permitted to take any advance subject(s)/course(s) until he/she has satisfactorily passed the pre-requisite subject(s)/course(s).
- 4.3 Student shall be allowed to enroll simultaneously in pre-requisite and advance subject(s)/course(s) upon the recommendation of the Academic Head and approved by any authorized academic official under any of the following conditions:
  - a. when the pre-requisite is a repeated subject(s)/course(s); or
  - b. when the student has superior scholastic standing; or
  - c. when the student is graduating at the end of the school term.
- 4.4 Graduating students shall be allowed to carry an overload of six (6) units in addition to the regular load to be taken during the last term of his/her program, provided that his/her total load registered for the term shall not exceed thirty (30) units.

4.5 During Summer Term, the maximum load that a student may enroll is nine (9) units except when he/she is enrolled in a laboratory subject.

#### 4.6 Tutorial Classes

4.6.1 Tutorial class is an off-semester subject with a class size of fifteen (15).

4.6.2 In no case shall students be allowed to enroll in a subject on a tutorial basis except he/she is graduating and that the subject is currently not offered.

4.6.3 Students may officially request for opening of a tutorial class of a course included in a curriculum. Request shall be made through accomplishing the Petition to Offer Tutorial Class Form.

4.6.4 Students who signed up for its opening shall not be allowed to drop the subject, once the petitioned class become official. The College should inform students about this condition before they will sign-up.

4.6.5 Students signing in a tutorial class petition form automatically enters into an agreement with his co-petitioners to share equally the additional (tutorial) fees to make up the fifteen (15) students to a class for a term.

4.6.6 Students can enroll on only two 3 –unit subjects on a tutorial basis during a regular semester or a summer term. No student shall be allowed to enroll in a 5-unit laboratory subject on a tutorial basis (except Practicum/Internship)

4.6.7 Only graduating students shall be allowed to carry a 12-unit load during a summer term.

4.6.8 The lesser the number of students, the greater is the tutorial fee.

4.6.9 Students are advised to inform their parents or guardian of the tutorial fee

4.6.10 The petition must be submitted on or before the date prescribed by the Registrar's Office

4.6.11 Computation of a Tutorial Class

$$TF = \frac{(RN - AN) \times (NU) \times (RU)}{AN}$$

Where:

TF -	Tutorial Fee
RN -	Required Number of students
AN -	Actual Number of students
NU -	Number of Units
RU -	Rate per unit

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Section 5  
**ADDING, CHANGING AND / OR DROPPING OF  
SUBJECT/COURSE**

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- 5.1 A student may add, change and/or drop a subject/course upon the recommendation of the Academic Head and approved by any authorized academic official (Vice President for Academic Affairs/Registrar) provided that he/she does not carry the maximum unit load per school term prescribed in the curriculum.
- 5.2 Adding, changing and/or dropping of subjects/courses may be allowed within two (2) weeks after the official start of classes.
- 5.3 Dropping of a particular subject/course two (2) weeks after the official start of classes is allowed but fees will still be charged.

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Section 6  
**SHIFTING OF PROGRAM**

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- 6.1 Shifting which is the change of the program by the student is subject to the following conditions:
- 6.1.1 A student must file an Authorization to Shift Program.
- 6.1.2 Acceptance to the new program is subject to evaluation and approval by the Academic Head

concerned when slots are available and when admission requirements of the new program are complied with.

- 6.1.3 Crediting of subject/s taken from the previous degree program is permitted if the said subject/s has/have the same course descriptions and number of units.

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## Section 7

### **CROSS-ENROLLMENT**

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- 7.1 In general, cross-enrollment is not encouraged. However, for valid reasons as determined by the Academic Head, a student may be permitted to cross enroll in a CHED recognized institution subject to the following conditions:
- 7.1.1 He/she is graduating and is in his final term; and
  - 7.1.2 Subject(s)/course(s) to be cross-enrolled is/are not offered in this University.
- 7.2 He/she must write a letter of request to the Academic Head for approval.
- 7.3 He/she must search for schools offering the subject/ course needed.
- 7.4 Official permit to cross enroll must be secured and approved by the Academic Head and Registrar.

- 7.5 Official Report of Grade/s must be submitted to the Academic Head and Registrar.

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Section 8

**SEQUENCE OF SUBJECTS/COURSES**

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- 8.1 As a general rule, a student has to commence his/her program with the first semester subjects/courses of the first year and should continue in progression by semester as far as feasible until he completes his program.
- 8.2 The sequence of subjects/courses should be observed.
- 8.3 Enrolment in any subject/course before a prescribed pre-requisite is not valid and will not be credited regardless of the grade obtained.

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Section 9

**CLASS ATTENDANCE**

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- 9.1 A student is required to attend his/her classes promptly and regularly. The university follows the school calendar.
- 9.2 The student who misses his/her classes due to late enrolment will be marked absent during the time he/she was not present in class.

- 9.3 A student is considered absent if he/she attends class after the first fifteen (15) minutes of the scheduled class period. He / She may attend class but will be marked absent and considered unexcused.
- 9.4 Absences considered approved/excused are:
- 9.4.1 Those incurred because of official assignment or delegation by the Academic Head or his representative, e.g. in seminars, meetings, contests, symposia, and other related activities approved by the administration. The student concerned is responsible in informing all his/her instructors about his/her authorized participation in said activities.
  - 9.4.2 Death of an immediate member of one's family duly certified. (Immediate member refers to mother, father, brother or sister, spouse and/or children if married).
  - 9.4.3 Due to sickness duly certified by a doctor or letter of parent or guardian notifying the concerned faculty members. However, the faculty members may give special consideration to absences due to sickness.
- 9.5 Regardless of whatever reason for being absent, the student is held responsible for all assignments and course content missed.

- 9.6 Pursuant to CHED CMO No. 40 series of 2008, a student who incurs absences of more than twenty (20%) percent of the prescribed number of class or laboratory hours during the term shall fail and earn no credit.

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Section 10  
**EXAMINATION**

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- 10.1 Examination schedule as specified in the School Calendar shall be observed unless otherwise rescheduled to another date approved by the University President.
- 10.2 The student is required to present his/her Examination Permit to the proctor/s before taking the examination
- 10.3 The University implements the following examinations:
- 10.3.1 Graduate School - Two (2) Major Examinations (Midterm and Finals)
  - 10.3.2 College - Three (3) Major Examinations (Prelim, Midterm and Finals)
  - 10.3.3 Basic Education School - Four (4) periodical exams
- 10.4 No student shall be allowed to take the examination without an examination permit.

- 10.5 The examination permit should be kept by the student after the last examination as evidence that he/she has taken the examinations.
- 10.6 Students may be required to show their ID cards and registration forms before being allowed to take the examinations.
- 10.7 Only students with valid excuse for not taking the examination, on the scheduled date shall be allowed to take the special examination. The following circumstances constitute a valid excuse as determined by the Instructor and the Academic Head.
- 10.7.1 Sickness that require medical attention (must be supported by a medical certificate)
  - 10.7.2 Death of the immediate members of the family (father/mother/sister/brother)
  - 10.7.3 Other circumstances that may be considered meritorious.
- 10.8 A student who fails to take the major examination on schedule without valid reason shall pay a special examination fee to the Cashier before he/she will be given an examination.
- 10.9 Students who fail to take special examinations due to reasonable grounds on the date designated shall re-apply

for another special examination schedule subject to payment of fees.

- 10.10 Use of test booklets in major examination is compulsory, except as may otherwise be permitted.
- 10.11 Proctoring system is to be followed in the conduct of the examination.
- 10.12 Students are required to come in school uniform during major examination.

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Section 11

**GRADING SYSTEM**

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- 11.1 Students shall be graded in accordance with the following system:

<b>Percentage Grade</b>	<b>Grade Description</b>
95% and above	Excellent
90 - 94%	Superior
85 - 89%	Very Satisfactory
80 - 84%	Satisfactory
75 - 79%	Fair
Below 75%	Failure

11.2 A student's grade is based on the following:

11.2.1 Class Standing (CS) includes but not limited to:

- recitation/participation
- quizzes
- assignments
- Seat works
- project(s) /term paper

11.2.2 Periodical Test (PT) includes prelim, midterm, and finals

11.3 Computation of Grades

Total Grade per period (TG) = CS + PT

Example:

Prelim Grade = CS (60%) + PT (40%)

Midterm Grade = CS (60%) + PT (40%)

Tentative Final Grade = CS (40%) + PT (60%)

Final Grade (FG) =  $\frac{(\text{Prelim} + \text{Midterm} + \text{Tentative Final})}{3}$

- 11.4 There shall be one grade for subjects with lecture and laboratory component except when the course CHED Memorandum Order (CMO) states that the laboratory component is a separate subject.
- 11.5 A uniform weight distribution for the lecture and laboratory components of a particular subject shall be observed as follows:

Percentage weight distribution for subjects with lecture and laboratory components:

- |        |                                             |
|--------|---------------------------------------------|
| 11.5.1 | For a 2-unit lecture with 1-unit laboratory |
|        | Lecture                      67%            |
|        | Laboratory                    33%           |
| 11.5.2 | For a 3-unit lecture with 2-unit laboratory |
|        | Lecture                      60%            |
|        | Laboratory                    40%           |
| 11.5.3 | For a 3-unit lecture with 1-unit laboratory |
|        | Lecture                      65%            |
|        | Laboratory                    35%           |
- 11.6 Failure to submit any of the requirements on time in any grading period will be marked Incomplete (INC). To remove the INC mark, the requirement should be submitted. However, even after the late compliance of the requirement, the work is given a score of zero.

11.7 The student must complete the requirements within 30 calendar days from the last day of final exam **except** when the student is graduating. Otherwise, the grade automatically becomes “NC” for “No Credit” or “NG” for “No Grade”. Such a grade is permanent and cannot be subsequently changed.

11.8 Students may be given a mark in each course for each term as follows:

11.8.1 Incomplete (INC)

The mark of INC is equivalent to an incomplete grade and is not a mark of conditional failure. It should only be given under the following conditions:

- i. The student was not able to take the final examination because of justifiable reason
- ii. The student was not able to submit the terminal or capstone project, a design, feasibility study or a similar course;

11.8.1.1 The INC must be removed within **30 calendar days** after the last day of the final examination. The student needs to secure a Completion Form from the Registrar’s Office. Certain

fees apply. Permit to take the examination must also be secured if the INC mark was obtained due to failure to take the final examination.

11.8.1.2 A grade of “INC” shall not be included in the computation of the general weighted average for a particular term. However, If INC was not removed within the prescribed period, the course will be given “zero” in the computation of General Weighted Average (GWA)

11.8.2 No Credit (NC)

The mark INC becomes NC when INC was not removed within the prescribed period.

11.8.3 Unauthorized Withdrawal (UW)

The mark of “UW” is given to a student who is officially enrolled in a course but failed to report in his/her class even once since the beginning of the term

The mark of “UW” shall be given “0” in the computation of the GWA

#### 11.8.4 Authorized Withdrawal (AW)

This mark is given to a student who officially withdraws his/her enrolment from the course, provided the withdrawal is made within two weeks after the official start of classes. The student who is withdrawing from the course should be advised to accomplish the Official Dropping of Course Form (PUNP –REG – Form 6). Certain fees apply.

#### 11.8.5 In Progress (IP)

- i. This mark appears when a student is currently enrolled to a course during a term.
- ii. It shall be replaced by the final grade once the course is completed.
- iii. It shall be given for dissertation, thesis or research course which is not finished during the prescribed term
- iv. It shall always appear in the student's course load every term until he/she completes the dissertation, thesis, or research course provided that he/she re-enrolls the same with a specified tuition fee.
- v. It must be completed within the following term.
- vi. It shall not be included in the computation of the GWA for a particular term. However, "zero" shall be given for a failure to complete

and re-enroll the said course within the prescribed term.

- 11.9 General Weighted Average (GWA)
- i. The GWA refers to the general weighted average of grades in all subjects during the student's stay in the college
  - ii. It is computed as follows:
    1. Multiply the credit units for each subject with the corresponding final grade
    2. Add all grades
    3. Divide the total grades by the total number of units during the semester.
- 11.10 Grades can be viewed by students and/or parents seven (7) working days after last day of examination in each grading period.
- 11.11 In case of discrepancy of grade/s posted in PUNP Information Management System (PIMS) and grading sheets, grade/s in the grading sheet/s shall prevail.

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## Section 12

### **VOLUNTARY WITHDRAWAL FROM THE UNIVERSITY**

- 12.1 A student who withdraws voluntarily from the university must be issued his/her transfer credentials subject to the settlement of all accounts.

- 12.2 Form 138 or 137 submitted cannot be reclaimed because the student is considered officially enrolled. Instead, a transfer credential will be issued once the clearance is already signed by proper authorities.
- 12.3 If the transfer credential is lost, the student shall submit an affidavit of loss stating that it was never used for enrolment in any other school.
- 12.4 The Transcript of Records cannot be hand-carried by the student unless there is a written authorization from the Registrar of the school to which the student has transferred.

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Section 13  
**GRADUATION**

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- 13.1 A student must complete all the academic and non-academic requirements to qualify him/her for graduation.
- 13.2 The student files an application for Graduation from the Registrar's Office.
- 13.3 The student secures graduation clearance form from all offices concerned.
- 13.4 All candidates for graduation must attend the graduation rehearsal/s and bacalaureate mass.

## 13.5 GRADUATION HONORS AND AWARDS

**13.5.1 Graduation Honors.** This is the highest academic honors to be conferred to a graduating student with the following weighted average:

**SUMMA CUM LAUDE** – 95% and above with no grade below 92%

**MAGNA CUM LAUDE** – 93% - 99% with no grade below 88%

**CUM LAUDE** – 90% - 99% with no grade below 85%

13.5.1.1 To qualify for academic honors, the student must meet the following conditions:

- a. Must be a regular student taking 100% of the regular term load
- b. Must be a resident for at least six consecutive term for a 4-year degree course and eight consecutive term for a 5-year degree course, immediately preceding the date of graduation.
- c. Must not failed nor dropped any course including NSTP
- d. Must not charge of any disciplinary case

- e. Must have been a project leader of at least two (2) curricular activities or community extension service/s in any curricular year levels.
- f. Must be a recipient of at least one (1) award of distinctions at the regional/national/international level
- g. Must be a recipient of at least three (3) 1<sup>st</sup> place in school level academic or non-academic competition

### **13.5.2. Graduation Awards**

The following graduation awards shall be conferred during the graduation ceremony

**13.5.2.1 Romeo T. Padilla Award.** This award is given to student who does not only excel in academics but also in leadership in co-curricular and extra-curricular activities and in his/her involvement in community services or functions inside and outside the University.

- a. He/she shall be from the graduation honors and awardees to be recommended by the Academic Heads to the Board and President.
- b. He/she shall be interviewed by the President who shall decide on who will be the awardee based on the candidate's merits
- c. The name of the awardee shall only be announced during the graduation ceremonies

and will not be published in the graduation program.

13.5.2.2 **Leadership Award** is granted to a graduating student who have shown leadership skills in his/her involvement in socio-civic, religious, academic, sports, cultural and/or literary services or functions.

- a. Actively participates in all school-sponsored activities.
- b. Initiated, spearheaded or helped implement activities in his/her organization
- c. Actively involved in community development activities either as speaker, organizer, lecturer, demonstrator or participant.
- d. Has ethical conduct and decorum in school and in the community.

13.5.2.3 **Loyalty Award**

- a. Gold is granted to those who finished their kinder, grade school, high school, college and graduate school education in the University.
- b. Silver is granted to those who finished their grade school, high school and college education in the University.
- c. Bronze is granted to those who finished their high school and college education in the University.

### 13.5.3. Other Graduation Awards.

13.5.3.1 **Athlete of the Year Award.** It is received by a graduating student who have shown exemplary and significant contribution to his/her respective field of sports and to the institution through active participation in local, national or international competitions.

13.5.3.2 **Best Research** is an award given to graduating students with excellent research paper in a particular program and able to present the research output in a research forum.

13.5.3.3 **Outstanding OJT-Students of the Year** award recognizes the excellence in skills of student undertaking traineeships' and their outstanding accomplishments in the training field or workplace

## Article 2

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# **FEES, PAYMENTS AND SCHOLARSHIPS**

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Section 1  
**FEES AND PAYMENTS**

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- 1.1 Information regarding tuition and school fees is available at the Finance Office prior to and during the enrollment period.
- 1.2 Procedure on the payment of tuition fees is posted on the bulletin board.
- 1.3 All fees are computed on the semester or school term basis and may be paid in installment or cash.
  - 1.3.1 Installment. After paying the initial payment upon registration, the remaining school fees shall be paid in equal payments corresponding

For College, it shall correspond to the three (3) examination periods.

<b>Exam Period</b>	<b>Payment</b>
Prelim	25% of total assessment plus old account, less down payment
Midterm	25% of total assessment plus old account, less down payment
Finals	25% of total assessment plus old account, less down payment

1.3.2 Discount on Cash Payment. Payment of school fees in full before the official start of classes entitles the student to 5% tuition fee discount provided that unpaid accounts have been settled.

1.4 Unpaid accounts will be charged an interest of 5% monthly.

1.5 Payment in cheque may be done in the name of Panpacific University North Philippines. However, enrollment shall only become valid after the cheque has been cleared.

1.6 Surcharges will be imposed on the following:

1.6.1 Late enrollment

1.6.2 Returned cheques

1.6.3 Transfer Credentials

1.7 Refund/Charging of Fees for withdrawal or transfer

1.7.1. When a student paid in full for a semester, such fees may be refunded to him/her who withdraws from any program under the following conditions:

<b>Period</b>	<b>Refund</b>
Enrollment Period	100% of the total assessment paid excluding the registration fee

Within ten (10) days from the first day of classes	100% of the tuition fee excluding the miscellaneous fees
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Not later than one day before the Prelims	50% of the tuition fee excluding the miscellaneous fees
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After the prelims	No refund
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1.7.2. When a student paid on installment basis, such fees may be charged to him/her who withdraws from any program under the following conditions:

<b>Period</b>	<b>Charges</b>
Enrollment Period	Ten percent (10% ) of total fees due for the school term
Within ten (10) from the first day of classes	twenty-five percent (25%) of the total amount due for the school term
Not later than one	fifty percent (50%) of the total amount due for the school term,

day before the Prelims                      regardless of whether or not he has actually attended classes

After the prelims                      Full charges regardless of whether or not the student has actually attended classes

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Section 2  
**SCHOLARSHIPS**

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- 2.1 A student may avail himself of only one (1) scholarship grant regardless of its source: university, non-university or government.
- 2.2 A grantee who drops any subject without prior permission from the University Scholarships Committee will lose his/her scholarship.
- 2.3 A scholarship contract is required to be duly accomplished by the grantee and his/her parent/guardian.
- 2.4 Any disciplinary action disqualifies the grantee from his/her scholarship.
- 2.5 When a scholar transfers without finishing his or her degree, he/she should pay all his/her tuition fees and other obligations during his stay at PUNP.

- 2.6 Information regarding scholarships and financial assistance is available at the Office of Scholarship Program Officer. A manual on Scholarship and Financial Assistance Rules and Regulations contains detailed descriptions of the different categories of scholarships and financial assistantships, as well as the procedures for application for and approval of scholarship/grants and the responsibilities of the grantee.

Article 3

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# **CODE OF CONDUCT AND DISCIPLINE**

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Section 1  
**CODE OF CONDUCT**

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Each student is expected to act as mature individual at all times, whether in or out of the campus, showing respect for proper authority, for the rights of fellow students and for the good name of PUNP. Thus, each student is expected to behave at all times according to the social norms.

## **1.1 CONDUCT INSIDE SCHOOL**

### **1.1.1 Dress Code**

#### **1.1.1.1 Complete School Uniform**

All students must wear complete school uniform whenever they are in the campus during class days

##### **1.1.1.1.1 Prescribe Uniform**

###### **FOR MALE**

- i. Short-sleeved polo with college piping and PUNP logo
- ii. Long black pants
- iii. Black leather shoes

###### **FOR FEMALE**

- i. Black close shoes
- ii. Knee-level skirt
- iii. Blouse with green piping

1.1.1.2 Wearing of the prescribed school attire may be dispensed with every Saturday unless required to be in uniform. However, students are urged to dress according to the conventions of simplicity, decency, and good grooming at the following:

1.1.1.2.1 All administrative offices, including adjacent corridors and waiting areas

1.1.1.2.2 University Library

1.1.1.2.3 Registrar's Office

1.1.1.2.4 Finance Office

1.1.1.2.5 All functions, events and activities where the University is represented except those that clearly require other attire, such as in sports and tournaments.

1.1.1.3 Any attire which tends to offend the sensibility of the members of the academic community is prohibited

For Males: body piercing, sando, cycling shorts, walking shorts, hanging shirts, jogging pants, slippers, sandals, mutilated pants, offensive/vulgar prints

For Females: body piercing, tube blouse, spaghetti strap, mini-skirt, cycling shorts, walking shorts, hanging shirts/blouse, jogging pants, slippers, sandals, mutilated pants, offensive/vulgar prints.

1.1.1.4 P.E. Uniforms shall only be worn during P.E. classes as well as with NSTP Uniform.

1.1.1.5 A student who does not wear the prescribed school attire shall be penalized as follows:

FREQUENCY	SANCTION
1 <sup>st</sup> offense	Written Warning
2 <sup>nd</sup> offense	One-day Suspension
3 <sup>rd</sup> offense	Disciplinary probation for one semester

## **1.1.2 Student Identification (ID) Card**

1.1.2.1 PUNP Student ID is non-transferable. Every student must display his/her ID visibly using the University ID lace on his/her uniform at all times while inside the campus.

1.1.2.2 The ID card is issued to every student during enrolment. The ID is required for entry in the college campus. Before any use of school facilities, an I.D. must be presented to any personnel in authority upon demand. The loss

of an ID card should be reported to the Registrar's Office.

1.1.2.3 The use of the ID is prohibited when:

1.1.2.3.1 Wearing the ID underneath one's clothing

1.1.2.3.2 Carrying the ID inside a bag, notebook, pocket or wallet

1.1.2.3.3 Tampering the ID card such as defacing ID/ picture, putting stickers or changing information

1.1.2.3.4 Using another person's ID or allowing another person to use one's ID

1.1.2.3.5 Fabricating / faking PUNP student ID card

1.1.2.4 A student who does not follow the policy on Student ID will be penalized as follows:

**FREQUENCY**

1<sup>st</sup> offense

2<sup>nd</sup> offense

3<sup>rd</sup> offense

**SANCTION**

Written Warning

One-day Suspension

Disciplinary probation  
for one semester

**1.1.3 Haircut, style, color**

Students are expected to observe proper haircut, style and color as an essential part of their grooming and personality development

- 1.1.3.1 Prescribed Hair. Hair length for male students other than Maritime and Criminology shall not exceed beyond their collar line and eye sight. It must be trimmed periodically. For maritime and criminology students, military cut is prescribed.
- 1.1.3.2 The colleges may determine the prescribed haircut, hairstyle and/or hair length for the female students, taking into consideration the nature and requirement of their program.
- 1.1.3.3 Student must avoid inappropriate hairstyles and colors (e.g. hair colored red, blue, violet, and other loud colors)
- 1.1.3.4 Student hairstyle must be neat, clean and modest and the University reserves the right to judge appropriateness for student's haircut, length, style, and color.
- 1.1.3.5 The University has the right to refuse entry to students who do not comply with the prescribed haircut, length, style and color.
- 1.1.3.6 A student who does not follow the policy on haircut, style and color will be penalized as follows:

## FREQUENCY

1<sup>st</sup> offense

2<sup>nd</sup> offense

3<sup>rd</sup> offense

## SANCTION

Written Warning

One-day Suspension

Disciplinary probation  
for one semester

- 1.1.4 A student who does not cooperate with ordinary classroom procedure or discipline, or those guilty of disrespectful conduct may be dealt with by the instructor concerned.
- 1.1.5 The usual norms of etiquette must be carefully observed in the classrooms, in the library, in the canteen, in dealing with administrative and office personnel, members of the faculty, clerical staff, and members of the General Services, Security and Safety office.
- 1.1.6 It is unethical for any student to whistle or howl unfavorable remarks to anybody. All student must use their respective restrooms.
- 1.1.7 Creating unnecessary noise or any action which tends to distract other students from on-going activities either in class or during conferences, symposia or assemblies must be avoided.
- 1.1.8 Students must refrain from public display of affection, intimacy and lasciviousness. Acts or

gestures which tend to offend other members of the community are not tolerated in the campus.

- 1.1.9 A student caught engaging in brawls, fist-fight, gambling or any trouble-causing activity will be dealt with accordingly.
- 1.1.10 Group movements (traffic between class periods) should be made with minimal noise. Students who have no classes are not allowed to stay in the classrooms, function rooms or stairways.
- 1.1.11 Students must use school properties properly. Books and equipment should be handled with reasonable care and properly stored after use. Classrooms must be kept neat at all times. Blackboards and writing materials must be used for instructional purposes only. Students must not write or step on classroom furniture and walls.
- 1.1.12 Campus facilities may be used for student business meetings and for social and cultural activities upon recommendation of Facilities Director for approval by the President.
- 1.1.13 Students may participate in any outside activity, (e.g. contest, play, conference, association or society) as official representative of the University

upon recommendation of the Academic Head and/or his representative for approval by the President.

## **1.2 Conduct outside School**

Every student must uphold high standards of ethical and moral values in accordance with the following norms:

- 1.2.1 Conducts himself/herself with dignity.
- 1.2.2 Participates actively either as a leader or as a member in recognized university activities without neglecting his/her academic duties and responsibilities.
- 1.2.3 Interacts with persons/groups/organizations/agencies who can help him/her develop integrity and commitment to service.
- 1.2.4 Keeps away from establishments of ill-repute and from all forms of vices.
- 1.2.5 Seeks the approval of the University Administration before using the name of PUNP in any ticket, invitation, program, interaction, and announcement, or other promotional matters.
- 1.2.6 Students wearing the prescribed university uniform, shall at all times refrain from

committing acts that cause embarrassment and disgrace to the University. Such acts include, but not limited to the following

- 1.2.6.1 Public display of affection or intimacy;
- 1.2.6.2 Drunkenness;
- 1.2.6.3 Disturbance of public peace and order under the influence of drugs or other harmful substances;
- 1.2.6.4 Carrying firearms and other deadly weapons;and
- 1.2.6.5 Unruly behavior or creating disturbing noise

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## Section 2

### **CODE OF DISCIPLINE**

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- 2.1 The University encourages and cultivates self-directed and self-initiated discipline among students. Hence, the Code of Discipline is promulgated to provide guidance, healthy, and harmonious working relations in the PUNP community.

- 2.2 Students may be subjected to disciplinary action provided due process is exercised.
- 2.3 The University reserves the right to impose appropriate measures against improper conduct. Among its inherent duties and responsibilities are to:
  - 2.3.1 Preserve its standards for academic performance and achievement;
  - 2.3.2 Protect its property;
  - 2.3.3 Secure the health and safety of persons in the institution;
  - 2.3.4 Preserve peace, ensure orderly procedures and maintain student morale including all stakeholders; and
  - 2.3.5 Protect its stakeholders from acts that threaten the exercise of its functions and responsibilities in pursuit of its educational mission.

## 2.4 Types of Misconduct/Offenses

- 2.4.1 **Serious Offenses.** These are acts that causes serious damage to one's honor and dignity as a person, as well as to the honor, name and property of the University. Any of the following serious offenses shall be punishable as follows:

1 <sup>st</sup> offense -	10 - day Suspension with or without Community Service
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- 2<sup>nd</sup> offense- 10 – day Suspension and No Readmission the following term
- 3<sup>rd</sup> offense- Exclusion (Immediately dropped from the Roll and No Readmission the following term.
- 2.4.1.1.1 Acts of immorality such as but not limited to notorious/scandalous conduct, display, use or distribution of pornographic materials or acts of lasciviousness.
- 2.4.1.1.2 Possession or distribution of subversive or illegal publications, writing or other materials, the same to be interpreted according to the existing laws on subversion.
- 2.4.1.1.3 Vandalism, destruction or damage of school property, mutilation of library materials, misuse and disuse of school facilities, or destroying the belongings/properties of others.
- 2.4.1.1.4 Direct assault upon the person or any member of the faculty or any person vested with authority, without prejudice to his criminal prosecution.
- 2.4.1.1.5 Grave acts of disrespect in words, oral (slander) written (libel) or in deeds which tend to put any member of the faculty, administration or personnel in ridicule or contempt such as uttering

- words against any faculty member to a fist or gun fight.
- 2.4.1.1.6 Carrying firearms, deadly weapons (e.g. icepicks, blades, etc.) and explosives inside the university premises.
- 2.4.1.1.7 Possession, use or distribution of alcoholic beverages, cigar/cigarettes/e-cigarettes, prohibited drugs or chemicals, such as but not limited to shabu, cocaine, ecstasy, marijuana, heroin, or opiates in any form within the University premises.
- 2.4.1.1.8 Gambling
- 2.4.1.1.9 Stealing and pick-pocketing
- 2.4.1.1.10 Creating and circulating false information about the institution, its officials, faculty members or students through social media and other forms;
- 2.4.1.1.11 Plagiarism and other acts of academic dishonesty in Thesis or Dissertation, or using another person's work as one's own;
- 2.4.1.1.12 Forging, falsifying and acts of alteration of school documents.
- 2.4.1.1.13 Furnishing false or fraudulent information and/or documents to the University in connection with official matters.

- 2.4.1.1.14 Bribery or giving/offering of anything to induce a person to do something illegal or wrong.
- 2.4.1.1.15 Serious fighting or any trouble-causing activity in or off-campus, especially during school functions, off-campus affairs. Unruly conduct such as shouting during convocations and programs or uttering unsavory remarks at guests or strangers with intent to deride the person.
- 2.4.1.1.16 Engaging in any strike, disorderly picket or demonstration as a means of first resort against the school or any of its departments, boycotting classes, entities, either directly or indirectly by himself/herself or through others. Preventing students from attending classes and inciting them to violate school regulations.
- 2.4.1.1.17 Tampering with or misuse of computer applications, software, programs, and other IT systems of the University, whether or not for personal advantage, including but not limited to manipulating enrolment procedures and requirements, grades, class schedules, tuition and matriculation, and student records, or any willful or negligent act resulting in computer security breach.

2.4.1.1.18 Unauthorized collection of money, checks, or other instruments of monetary equivalent from any student, faculty member, or employee, whether or not in connection with matters pertaining to the University.

2.4.1.1.19 Membership in any organization, the purpose of which makes use of violence or subversion or that which employs as part of any of its ceremonies, rituals or practices such as hazing or any act.

*The University is not responsible for the actions of students who on their own, without regard for the existing law and despite awareness of possible grave sanctions will engage in such activities, either actively or passively. Students threatened by hazing or initiation have an obligation to report immediately to any school authority.*

2.4.1.1.20 Any conduct which threatens or endangers the health or safety of any person inside the University premises, which adversely affects the student's suitability as a member of the academic community.

2.4.1.2 **Second Category.** Any of the following serious offenses under the second category shall be punishable as follows:

- 1<sup>st</sup> offense - 10 - day Suspension with or without Community Service
- 2<sup>nd</sup> offense- 10 – day Suspension and No Readmission the following term
- 3<sup>rd</sup> offense- Exclusion (Immediately dropped from the Roll and No Readmission the following term.

#### 2.4.1.2.1

Acts of dishonesty and cheating such as but not limited to the following:

- 2.4.1.2.1.1 Use of gadgets and review materials or notes during the actual examination
- 2.4.1.2.1.2 Copying or allowing another student to copy from one's examination papers, assignment, reports, thesis, reaction papers, research paper, and similar materials
- 2.4.1.2.1.3 Communicating with another student during examination, without permission from the proctor or faculty;
- 2.4.1.2.1.4 Passing or communicating information through cell phones or other similar communication gadgets

- during and after the examination;
- 2.4.1.2.1.5 Taking an examination for another student;
- 2.4.1.2.1.6 Lending, borrowing, or tampering of school ID, official receipt, certificates, or other official documents and presenting another person's documents as one's own
  
- 2.4.1.2.2 Writing, circulating or causing to be written or circulated any article or publication in social media and any other form detrimental to the image of the University
- 2.4.1.2.3 Committing any obscene, indecent, or malicious act inside or outside the University
- 2.4.1.2.4 Misleading or deceiving school authorities in relation to school requirements.
- 2.4.1.2.5 Filing of any malicious and baseless complaint against a teacher or non-teaching personnel
- 2.4.1.2.6 Disrespect for the Philippine flag, national anthem
- 2.4.1.2.7 Any other action/s analogous to the foregoing.

**Note:** *The classifications of offenses appearing herein are not all inclusive; therefore, students may be given disciplinary sanctions other than those listed above. The University likewise reserves the right to impose lighter or stiffer penalties for offenses committed depending on the attending circumstances of the case.*

**2.4.2 Less Serious Offenses.** These are acts that cause damage to one's honor and dignity as a person, and/or to the name, honor or property of the University

**2.4.2.1** Any of the following sanctions shall be imposed on any student who is found guilty of committing less serious offense.

- |                         |                                                                       |
|-------------------------|-----------------------------------------------------------------------|
| 1 <sup>st</sup> Offense | - 14 class- day suspension with or without community service          |
| 2 <sup>nd</sup> Offense | - 30 class – day suspension and no readmission the following semester |
| 3 <sup>rd</sup> Offense | -1 term suspension and probationary status the following term         |
| 4 <sup>th</sup> Offense | - No re- admission                                                    |

**2.4.2.1.1** Intoxication due to alcoholic beverages or entering the University premises in a drunken state.

- 2.4.2.1.2 Unauthorized use of the University facilities and property
- 2.4.2.1.3 Wearing someone else's ID or lending his/her ID to another student
- 2.4.2.1.4 Wearing or using a tampered or unauthorized school ID
- 2.4.2.1.5 Posting/writing unauthorized announcements or messages on any structure within the University premises.
- 2.4.2.1.6 Unauthorized use of mobile phones or electronic gadgets in the classrooms, laboratories, library
- 2.4.2.1.7 Misbehavior during school programs/activities
- 2.4.2.1.8 Eating and/or drinking inside the classrooms, laboratories and other designated places where eating and/or drinking is prohibited.
- 2.4.2.1.9 Littering
- 2.4.2.1.10 Any other action/s analogous to the foregoing.

2.4.3 **Slight Offense.** These are acts that unfavorably affect the teaching-learning environment and partly endanger the safety of others in the University.

The following are the sanctions:

- 1<sup>st</sup> Offense - Oral or written notice of warning with community service
- 2<sup>nd</sup> Offense - 3 class-day Suspension with community service
- 3<sup>rd</sup> Offense - 7 class –day suspension with community service
- 4<sup>th</sup> Offense - 14 class-day suspension with community service
- 5<sup>th</sup> Offense - 30 class-day suspension with community service
- 6<sup>th</sup> Offense - 1 term suspension and probationary status the following term
- 7<sup>th</sup> Offense - No re- admission

- 2.4.3.1.1 Blocking of stairways and doors, loitering along corridors, sitting on the stairs.
- 2.4.3.1.2 Intrusion of privacy, gestures deemed offensive, boisterous laughter and other nuisances unbecoming of a person.
- 2.4.3.1.3 Breaking of silence in the library, classrooms, offices, corridors and during meetings. Violators of this rule will be suspended temporarily from the use of the library facilities as an additional penalty. Deliberate disarrangement of desks and tables.

- 2.4.3.1.4 Disruptive use of mobile phones, tablets and other similar communication devices during classes.
- 2.4.3.1.5 Using vulgar, indecent, foul, obscene, or improper language
- 2.4.3.1.6 Causing commotion of any kind during programs and other school activities
- 2.4.3.1.7 Staying inside the classroom or laboratory without permission
- 2.4.3.1.8 Evading a person in authority to avoid apprehension
- 2.4.3.1.9 Wearing of inappropriate school attire.
- 2.4.3.1.10 Violation of parking regulations.
- 2.4.3.1.11 Other similar infractions which the Board of Discipline considers a minor offense

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**Section 3**  
**ADMINISTRATION OF STUDENT DISCIPLINE**

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**3.1 Student Discipline Committee**

**3.1.1 Jurisdiction**

- 3.1.1.1 The Student Committee has jurisdiction over all cases involving student discipline and the imposition of sanctions.

**3.1.2 Composition.**

It shall be composed of the following

- 3.1.2.1 University Legal Counsel as chairperson;
- 3.1.2.2 Vice President for Academic Affairs as co-chairperson;
- 3.1.2.3 Director for Student Affairs and Services as member;
- 3.1.2.4 Academic Head/Dean of the College of the concerned student/s as member; and
- 3.1.2.5 Guidance Counselor as member

## **3.2 DUE PROCESS**

Procedures related to student discipline are meant to ensure rationality and order for the members of PUNP. The University recognizes and protects the rights of students to due process, but student disciplinary proceedings are fact-finding and recommendatory neither in nature and are not criminal proceedings nor subject to the rules of court.

- 3.2.1 Anyone who has an actual knowledge about an untoward incident can report to the Office of the Student Services.
- 3.2.2 The Director of Student Services receives, reviews and decides on all cases deemed as slight; and forwards cases possibly involving serious and less

serious offenses to the Committee on Discipline for hearing and deliberation, In the cases of alleged violations of Anti-Sexual Harassment Act of 1995 (RA 7877), Anti-Hazing Law (R.A. 8049), and Comprehensive Dangerous Drugs Act of 2002 (R.A. 9165) where procedures are made explicit shall be followed.

3.2.3 Student/s may be given a call slip during class time signed by the Director of Student Services. Unless otherwise indicated on the call slip, the student leaves the room only at the end of the period.

### 3.2.4 Filing a Complaint

3.2.4.1 Any aggrieved student of the University who is also the complainant may directly file a formal written complaint against the respondent/ defendant (person who violated the rights of the aggrieved party)

3.2.4.2 The formal report shall be in writing and shall state the nature and the circumstances of the offense. Any evidence or other materials relevant to the case shall be included in the report

3.2.5 Notices and Hearings: The Code of Discipline ensures the rights of respondent / defendant student to be informed of the case against him/her and to be heard.

- 3.2.5.1 The Director of the Student Services (DSS) shall inform respondent regarding a complaint or incident-report concerning him/her.
- 3.2.5.2 The respondent /defendant student shall be required to submit his/her written statement regarding the complaint/incident, including relevant materials to support the statement, within one (1) calendar week from receipt of the complaint. Failure to do so shall mean a waiver of his/her rights to contradict the allegations against him/her.
- 3.2.5.3 Once the DSS deems that there is a basis for charging the student for serious and less serious offenses under the Code of Discipline, the DSS shall forward the records of the case to the Student Discipline Committee which serves the respondent and the complaint a formal written Notice stating the following:
  - 3.2.5.3.1 nature of the possible violation, including the specific section(s) of the Code of Discipline possibly violated;
  - 3.2.5.3.2 right of the student to due process as stated in the Code of Discipline;
  - 3.2.5.3.3 right of the student to seek counsel; and

- 3.2.5.3.4 The date of the hearing which shall not be earlier than one (1) calendar week from the respondent's receipt of the Notice.
- 3.2.5.4 The DSS shall notify the parents/guardian of student charged before the Committee on Discipline through a duplicate copy of the Notice of Formal Charge, which shall be sent through registered mail/ courier service.
- 3.2.5.5 The Committee on Discipline shall require the physical presence of the parties, their witnesses and their lawyers if they so decide.
- 3.2.5.6 The parent(s) may witness the presentation of the personal testimony of the accused student during the hearing.
- 3.2.5.7 After questioning the parties and their witnesses, the Committee shall deliberate on the case and determine whether or not the student is guilty of the offense as charged. Appropriate sanctions will also be deliberated on, if the student is found guilty.
- 3.2.6 The Committee shall thereafter submit its findings and recommendations in writing to the President.

- 3.2.7 The President thereafter notifies the student in writing of his/her decision on the case. The DSS implements the decision made by the President.
- 3.2.8 The President's decision on a student disciplinary case becomes final and executory.

Article 4

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# **STUDENT SERVICES**

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## Section 1

### STUDENT WELFARE SERVICES

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The University offers the following specific Student Welfare Services needed to ensure and promote the well-being of the students.

#### 1.1 Information and Orientation Services.

- 1.1.1 Services consist of information materials on institutional mission, vision and goals, academic, rules and regulations, student conduct and discipline, student programs, services and facilities and such other information necessary for student development and should be made available to all students.

#### 1.2 Guidance and Counseling Services

- 1.2.1 The Guidance and Counseling Services Office assist the students in making satisfactory adjustment in the University and in reaching responsible decisions in academic, personal and social areas of their lives.
- 1.2.2 Services includes:
  - 1.2.2.1 **Guidance** – assisting the students achieve their potentials to the fullest by

- developing self- awareness and self-realization.
- 1.2.2.2 **Counseling** – conducting either individually or in groups on topics ranging from personal to career concerns.
- 1.2.2.3 **Appraisal** – maintaining student records that serves as the 201 file which includes records of psychological test taken, counseling visits, and other pertinent information about the student.
- 1.2.2.4 **Follow-up-** continuing service to students that monitors guidance activities, in general, and placement in particular
- 1.2.2.5 **Referral-** coordinating with multi-disciplinary team of specialist to ensure that special needs of the students are met.

### 1.3 Career Development and Job Placement Services

- 1.3.1 The Career Development and Job Placement services provides assistance for vocational and occupational fitness and employment to the students of the University. Students are aided in preparing for the challenge of excelling in their own future careers through the following:

1.3.1.1 **Career Fair** – An orientation on various career fields is being done in order for the students to develop greater understanding of the world of work and the experiences that will facilitate decision-making

1.3.1.2 **Job Search Workshop.** It intends to assist students in their search for summer jobs, internships, and employment. Workshops include:

1.3.1.2.1 Resume-writing Sessions

1.3.1.2.2 Job Interview Techniques

1.3.1.2.3 Employment Tests

1.3.1.3 **Job-Fair.** It is a job placement activity intended to provide students the opportunity to explore the many job outlets available in government, non-government organizations, schools, and corporate firms/industry.

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## Section 2

### STUDENT DEVELOPMENT SERVICES

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Student Development services includes programs and activities designed for the enhancement and deepening of leadership skills and social responsibilities, among which are Student Organization and Activities, Professional Organization or societies, special interests, leadership training programs, student council, student discipline and student publication.

## **2.1 Student Activities**

There is supervision, recognition and monitoring of student organizations and their activities. Evaluations of activities are also included.

## **2.2 Student Organization**

Recognition/accreditation, supervision and monitoring of student organizations are being implemented.

## **2.3 Leadership Training**

Program and opportunities are made available to develop and enhance leadership effectiveness in the personal level and student organization.

## **2.4 Student Council**

The student body is duly organized and elected at large by the students themselves, with due recognition and authority from the University, as the student's official representative in matters affecting them.

## **2.5 Student Discipline**

There is a judicious implementation of institutional rules and regulations governing student behavior and conduct.

## **2.6 Student Publication**

There is an official publication or student oriented print and non-print media in the University.

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### **Section 3**

## **INSTITUTIONAL STUDENT PROGRAMS AND SERVICES**

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These are programs and activities offered by the university to facilitate the delivery of essential services to the students.

### **3.1 Admission and Student Record Services**

- 3.2.1 The University Registrar's Office serves the students during admission and enrollment and during their entire residency.
- 3.2.2 The Admission Officer is in-charge in the selection of students to be admitted into the University to ensure quality education
- 3.2.3 The Unit Registrars provide technical services, such as the preparation and issuance of transcript of records, certifications, clearances, transfer credentials and diplomas and evaluates and maintains student records.

### **3.3 Food Services**

- 3.3.1 Canteens and food stalls are available in the University which provides adequate meals and snacks at reasonable prices. The University, through the Medical Personnel monitors the

cleanliness and safety of the foods served at the different canteens.

### **3.4 Health Services.**

3.4.1 University Clinic (Medical and Dental Clinics) are found beside the Basic Education building.

3.4.2 Services such as medical, dental and other health services are provided placing emphasis on preventive medicine. The following are the services conducted:

3.4.2.1 Consultation and initial treatment of patients

3.4.2.2 Referral to a hospital or a specialist of a patient's medical condition which requires further evaluation

3.4.2.3 Annual medical, dental assistance and outreach programs

3.4.2.4 Wellness, cleanliness and sanitation programs.

### **3.5 Library Services**

3.5.1 Provides and supports the instructional, research and curricular needs of students.

- 3.5.2 The library is located at the Science Building and is open from Monday to Saturday, 8:00 am to 6:00 pm

### **3.6 Scholarships and Financial Assistance Services**

- 3.6.1 The University offers several scholarship and assistance programs to deserving students.

### **3.7 Security and Safety Services**

- 3.7.1 The Security and Safety Services provides student safe and secure environment.

- 3.7.2 The Security Personnel enforces traffic rules and regulations and maintains peace and order within the campus.

- 3.7.3 Safety signs, tags and notices are posted in an area of the building and facilities as warning and precautions for Staff/Personnel and Students.

- 3.7.4 Safety procedures are periodically monitored, reviewed and evaluated to assure continued effectiveness.

Article 5

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# **OTHER POLICIES AND PROCEDURES**

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**Section 1**  
**SECURITY AND SAFETY**

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- 1.1 On the Search of Person, Vehicles, etc.** All persons in authority and/or the University Security Officers or his duly authorized representative/s can conduct thoroughly search of persons, vehicles and articles to safeguard all persons within the premises. Those who refuse to submit to such search may be denied entrance.
- a. Proper identification cards shall be issued to all *bona fide* students, members of the faculty and other employees.
  - b. All persons entering the premises shall be searched thoroughly by respective male or female security forces.
  - c. In order to prevent the entry of any fatal, incendiary or illegal substances, persons carrying packages, cases or other containers shall not be allowed inside the premises without prior inspection of the same at the gates.
- 1.2 On Undesirable Students.** School heads may conduct or direct summary investigations against undesirable students facing charges to afford them fairness.
- 1.3 On the School's responsibility to enforce peace and order.** School heads and other school officials concerned shall assume full responsibility for any acts of violence or any violations of existing laws and other orders, decrees and

instructions issued as a consequence thereof, committed within their jurisdictions.

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## Section 2

### **POSTERS, STREAMERS, ANNOUNCEMENT**

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- 3.1 Posters. Posters may be displayed to bulletin boards and must not exceed 11" x 17" in size.
- 3.2 Streamers. Streamers may be displayed only to designated places. Its size must not exceed 1 x 3 meters to provide space for other interested parties.

### **3.3 Policies and Guidelines**

3.3.1 The University allows various Colleges and Departments, student organizations and other individuals to post printed materials or advertisement/announcement and information dissemination purposes on the bulletin boards and other identified locations inside the campus.

3.3.2 Additional policies related to posting materials for advertisement and notification purposes include but are not limited to:

3.3.2.1.1.1.1 Displaying of signs and banners at the campus gate

3.3.2.1.1.1.2 Posting of materials by a private organization inside the campus

3.3.2.1.1.1.3 Posting/Displaying of advertisements outside the campus

3.3.3 The posting of materials is the responsibility of the unit, organization, or individual desiring to post the material.

3.3.4 Materials may not be posted at locations that are not explicitly designed for posting. These include but are not limited to walls, doors, lamp posts, utility poles, building exteriors, windows, and walkways.

3.3.5 Materials for posting must be posted in such a way that they do not obstruct viewing of previously posted materials.

3.3.6 Materials posted must always indicate the name of the unit, organization or individual provided the material must bear the approval stamp (original) of the Student Affairs and Services Office.

3.3.7 School officials are allowed to remove outdated materials and those not complying with the requirements of this policy.

3.3.8 The standard duration of posting of announcement / advertisement is a maximum of two weeks. If, in any case, an extension is needed, the requesting unit, department, organization or individual should apply for another approval.

#### **3.4 Posting Outside the Classroom**

All announcements to be distributed in any manner must be approved by the University official. All such materials, pamphlets, posters, leaf lets, etc. are subject to the following guidelines:

- 3.4.1 A letter of request must be submitted indicating therein the purpose of the announcement / advertisement.
- 3.4.2 It is highly expected that the contents of the announcement / advertisement follow the basic rules of grammar with emphasis on the appropriateness of the language used.
- 3.4.3 Distribution must be limited to the areas set aside by the university official for such use.
- 3.4.4 No materials are to be taped, glued, tacked or otherwise affixed to doors, walls, windows or other building surfaces.
- 3.4.5 Posters and signs must be no longer than 11" x 17" in size, so that several groups may use posting

- areas at the same time.
- 3.4.6 Materials must be removed on the date specified in the letter of approval.
- 3.4.7 Postings that are considered political propaganda are prohibited.

### **3.5 Posting inside the Classroom**

- 3.5.1 The posted material must contain academic-related information only (e.g. memoranda to faculty and students by the Academic Head, activities and programs of the department, and other related information that needs to be disseminated directly the concerned faculty/students).
- 3.5.2 To ensure the authenticity of the material to be posted, the Academic Head should note the request
- 3.5.3 The material must be displayed at the upper left corner of the blackboard.
- 3.5.4 Only two posted materials should be displayed at a particular period of time.
- 3.5.5 The size of the posted materials should be 8.5 x 11 inches.
- 3.5.6 The requesting individual or organization must

remove the displayed materials responsibly after the approved time frame for posting.

### **3.6 Penalties and Charges**

- 3.6.1 Any person / organization posting announcements without the approval of the Vice President for Administration and Planning shall be penalized accordingly. This shall include the removal and destruction of the materials, charges to the individual or organization for the costs incurred with cleaning up of debris.
- 3.6.2 Students caught defacing, mutilating or removing posters within the standard posting period shall be subject to disciplinary sanctions.
- 3.6.3 All postings in campus must be noted by the Academic Head, Vice President for Academic Affairs and/ or the Student Affairs and Services Office and approved by the University President.
- 3.6.4 Postings should be placed on prescribed areas and bulletin boards only. Posting shall be removed when the purpose has been served.
- 3.6.5 Whenever cloth streamers are used, these should bear the initials of the Academic Head and coursed through the Vice President for Academic Affairs and/ or the Student Affairs and Services Office for

final approval of the President. The standard duration for this type of posting is eight (8) days.

4. Outside organizations may be allowed to post a maximum of two (2) posters at a time.

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### **Section 3**

### **CONFERENCES, SEMINARS, EDUCATIONAL TOURS, FIELD TRIPS, OUTINGS, etc.**

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1. Extra-curricular activities may be allowed with the approval of the University President upon recommendation of the Vice President for Academic Affairs and endorsed by Director of Student Affairs and Services Office.
2. Students shall observe the general guidelines of CHED Memorandum Order No 17 series of 2012 entitled "Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students" and CHED Memorandum Order No. 63 series of 2017 entitled "Policies and Guidelines on Local- off campus activities

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## APPENDICES

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### **REPUBLIC ACT 9165: COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002**

1. Students shall observe the general guidelines of CHED Memorandum Order No 19 series of 2004 entitled, "The General Guidelines for the Conduct of Random Drug Testing for Tertiary Students."
2. The Health Services Officers shall facilitate the implementation of the said CMO in accordance to R.A. 9165

### **REPUBLIC ACT 7877: ANTI – SEXUAL HARRASMENT POLICY.**

1. The Anti-Sexual Harassment policy of the University will be based on the provisions of Republic Act 7877.

### **REPUBLIC ACT 8099: ANTI-HAZING POLICY**

1. The Anti-hazing policy of the University will be based on the provisions of Republic Act No. 8099

### **REPUBLIC ACT 10267: ANTI-BULLYING ACT 2013**

1. The Anti-Bullying Act which includes the Cyberbullying policy of the University will be based on the provisions of Republic Act 7877.

# STUDENT HANDBOOK

## Undertaking

I have carefully read and understood the Student Handbook and I accept full responsibility for the knowledge and observance of all school policies and regulations contained herein.

If found guilty to have violated any of the provisions of this Student Handbook after due process, I shall be liable to disciplinary action as so prescribed.

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STUDENT'S NAME IN PRINT

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STUDENT'S SIGNATURE

Course and Year \_\_\_\_\_

Date: \_\_\_\_\_

ATTESTED BY:

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Signature of Parent/Guardian over Printed Name

Date: \_\_\_\_\_