

VISION STATEMENT

Democratize quality education.
Be the visionary and industry leader.
Give hope and transform lives.

MISSION

University of Cebu offers affordable and quality education responsive to the demands of local and international communities.

- Serve as an active catalyst in providing efficient and effective delivery of educational services;
- Pursue excellence in instruction, research and community service towards social and economic development as well as environmental sustainability;
- Acquire, disseminate and utilize appropriate technology to enhance the university's educational services; and,
- Foster an organizational culture that nurtures employee productivity and satisfaction.

INSTITUTIONAL GOALS

1. To offer programs that are relevant, holistic and compliant with institutional, regulatory, industry and accreditation standards that will develop life-long learners.
2. To develop social awareness, responsibility and accountability among stakeholders anchored on instruction, research and production.
3. To complement the academic programs with holistic and integrated student personnel services.

4. To develop a pool of qualified, professional and motivated faculty in the areas of instruction, research and community extension.
5. To ensure effective administration and supervision of instructional and learning resources in support of the academic programs.
6. To provide an environment that is safe, functional and conducive to teaching, learning and working.
7. To ensure operations which are collaborative, sustainable, efficient and effective in meeting the needs of the institution and its stakeholders.

CORE VALUES

INNOVATION. "We embrace change and technological advancement to improve lives."

CAMARADERIE. "We live together in the spirit of love, harmony and respect for the dignity of the human person."

ALIGNMENT. "We value common good and appreciate oneness, fairness and consistency"

RESPECT. "We practice professionalism at all times and abide by the University's guiding principles."

EXCELLENCE. "We are driven and committed to be the finest."

INSTITUTIONAL OUTCOMES:

Graduates should be able to:

1. Demonstrate skills and competencies in one's field of discipline for lifelong learning;
2. Express proficiency in both verbal and non-verbal communication;

3. Display social accountability and ethical responsibility towards the community and the environment;
4. Exhibit proactive and collaborative attributes in a diverse society;
5. Apply appropriate technology; and
6. Manifest personal and professional work ethics.

GRADUATE SCHOOL

VISION

A premier graduate school committed to a culture of excellence in research and service.

MISSION

The graduate school commits to:

1. offer advanced professional academic programs in a research oriented environment;
2. produce publishable multi-disciplinary researches;
3. practice social responsibility and community involvement grounded in the various fields of specialization offered; and
4. promote a community of scholars and professionals.

GOALS

In consonance with the Institutional Vision, Mission and Goals, the Graduate School aims to:

1. upgrade academic programs and services cognizant to global standards;
2. enhance involvement in research production and development;
3. respond to societal issues and concerns by sharing one's expertise; and
4. strengthen linkages with national and international institutions in the delivery of quality graduate education.

CORE VALUES (LEAP)

Leadership through

Excellence in graduate studies for the

Advancement and development of

Professionalism and scholarship

Business Administration Program

PROGRAM EDUCATIONAL OBJECTIVES

In consonance with the Vision, Mission, Goals and Core Values of the Institution and the Graduate School, the Master of Business Administration program aims to produce graduates who:

- demonstrate competencies across business disciplines as corporate planners, business executives/consultants, marketing analysts, hospitality industry managers/consultants, financial managers/consultants, organizational development (OD) consultants, HRMD practitioners, business educators and mentors, academic administrators, and entrepreneurs;
- develop teamwork, leadership and research skills in evaluating organizational conditions or situations using a systems perspective;
- practice professionalism in communicating and solving business problems, issues and challenges; and
- exhibit social responsibility by engaging in meaningful and responsive community service.

PROGRAM OUTCOMES

The Master of Business Administration program aims to produce professionals who can:

1. engage in advance studies related to business and management;
2. apply theories and best practices in business and management as intrapreneurs/ entrepreneurs;
3. assume higher management responsibilities in organizations;
4. extend community services on business and management development; and
5. be management practitioners guided with ethico-legal standards.

Education Programs

PROGRAM EDUCATIONAL OBJECTIVES

In consonance with the Vision, Mission, Goals, and Core Values of the Institution and the Graduate School, the Master of Science in Teaching program aims to produce graduates who shall:

1. demonstrate competencies as principals, supervisors, school/program administrators, content/subject specialists, educational entrepreneurs, educational/curriculum planners, professors and master teachers;
2. develop further theoretical and technical knowledge in teaching-learning across disciplines; and
3. engage in research-based instruction and community extension to address educational, social, and ethico-moral issues and concerns confronting the teaching profession.

PROGRAM OUTCOMES

The Master of Science in Teaching program aims to produce professional experts who can:

1. utilize and employ productive pedagogies and andragogies needed in teaching;
2. demonstrate research capabilities for replicating, verifying, validating, contextualizing, and/or applying theoretical and practical knowledge;
3. generate theories based on their expertise and applicable to diverse teaching-learning situations; and
4. use their professional competencies in organizing community services.

MSCJ Program

PROGRAM EDUCATIONAL OBJECTIVES

In consonance with the Vision, Mission, Goals and Core Values of the Institution and the Graduate School, the Master of Science in Criminal Justice program aims to produce graduates who shall:

1. demonstrate competencies as police administrators and managers, forensic specialists, correctional institution administrators, fire department administrators, teachers, investigators, jail officers, probation and parole administrators, and law enforcement administration consultants;
2. apply advanced and scientific knowledge and skills, as well as ethico-legal values essential to the practice of criminal justice and criminology;
3. exhibit expertise in utilizing the criminal investigation process in solving crimes; and

4. establish networks and linkages with national and international practitioners and institutions in criminology.

PROGRAM OUTCOMES

The Criminal Justice program aims to produce professional experts who can:

1. engage in research on different areas of criminology;
2. apply advanced practices, concepts and learning experiences in the exercise of their profession;
3. perform higher responsibilities in agencies comprising the criminal justice system and allied agencies; and
4. extend community services on crime prevention and detection.

Nursing Program

PROGRAM EDUCATIONAL OBJECTIVES

In consonance with the Vision, Mission, Goals and Core Values of the Institution and the Graduate School, the Master of Arts in Nursing program aims to produce graduates who shall:

1. demonstrate competence as managers/ administrators, educators, independent practitioners, clinical specialists, entrepreneurs and occupational health providers;
2. engage in research in varied health care settings;
3. practice professionalism and integrity in the workplace; and
4. participate in meaningful and responsive community service.

PROGRAM OUTCOMES

The Master of Arts in Nursing program aims to produce professionals who can:

1. utilize advanced knowledge in better patient care management;
2. perform managerial and leadership roles in health care settings;
3. utilize research findings in the implementation of nursing interventions both in clinical and community settings; and
4. observe ethico- legal principles in the performance of their nursing duties and responsibilities.

UC HYMN

'Mid these fair Visayan isles,
Neath these azure blue skies,
Stands UC, our Beloved,
Lofty in all her glory.

Spark of wisdom, hope and joy,
Always kindling in our hearts,
Thy precious name, thy glorious fame,
Will shine through all eternity.

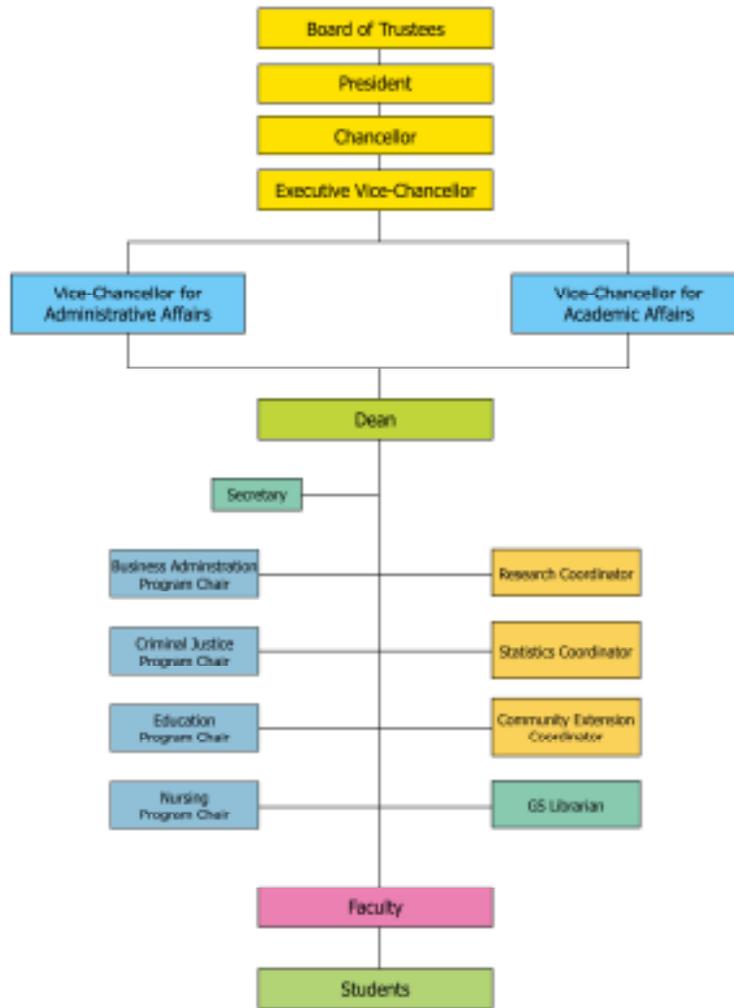
Thy name shall ever be our guide,
Thy light, our inspiration,
Keep up the light a-glowing bright,
To thy portals, dear Alma Mater.

Hail! Praises be to thee,
Onward show us the way,
Faithful and true, we'll always be,
To thee our Alma Mater dear.



GRADUATE SCHOOL

ORGANIZATIONAL CHART



POLICIES AND GUIDELINES

A. Admission Requirements

To qualify for admission to the Graduate School, the applicant must satisfy the following requirements:

1. **Doctoral Programs.** All applicants to the doctoral programs must meet the following requirements:
 - An appropriate master's degree from the Commission on Higher Education (CHED)-accredited college or university or its equivalent if coming from another country.
 - Non-education graduate may be admitted to the Ed.D. program provided that he/she completes eighteen (18) units in major subjects in the master's program. While earning these units, she/he may enroll any two major subjects in the Ed.D. program.
 - MBA non-thesis program graduates be admitted to the Ed.D. program provided that he/she completes six (6) units of Thesis Writing in the masteral program. While earning these units, he/she may enroll any two (2) major subjects in the Ed.D. program.
2. **Master's Program.** All applicants to the master's programs must meet the following requirements:
 - An appropriate baccalaureate degree from the Commission on Higher Education (CHED)-accredited college or university or its equivalent if coming from another country. For the master's program in criminology, applicant should be a graduate of a criminology course or its equivalent. For the nursing program, applicant should be a Bachelor of Science in Nursing graduate.

3. **Taken the admission test.**
4. **All applicants for admission must submit the following:**

- Original copy of the transcript of record
- Original copy of Honorable Dismissal (for not UC Graduates)
- Certificate of Employment (for Government Employees)
- Alumni Certification (for UC Graduates)
- Marriage Contract (for married women-applicant)
- Birth Certificate
- Two recent 2 x 2 colored photographs (identical)

B. Registration and Enrollment

1. Students who have been admitted to the Graduate School must register and pay their fees during the regular registration periods.
2. Only students who have paid the required fees and submitted the enrolment forms to the different offices concerned are considered officially enrolled.
3. Only officially enrolled students are entitled study loads, which should be submitted to their respective professors in their first day of classes.

C. Transfer Credits

1. Graduate credit from college or university may be accepted only under the following conditions:
 - the credit is applicable to those that are required in the student's program of study;
 - the subject in question was taken not more than three years on the date of enrolment in the Graduate School

- the transfer credit granted is not more than one-third (1/3) of the total number of credits required in the student's program of study in the Graduate School. A minimum of 3 units and a maximum of 12 units transfer credits are allowed.

D. Retention

1. A grade of more than 2.0 does not entitle one to any credit for any graduate course.
2. A student with a remark of **No Grade (NG)** must complete any deficiency within one year. **No Grade (NG)** will be changed to **No Credit (NC)** when a student fails to complete the requirements after one year.
3. A student who gets **No Credit (NC)** in Thesis Writing shall re-enroll the same subject until he/she submits for proposal hearing or oral defense to get a credit.
4. Maximum residency period is five (5) years for the master's program and seven (7) years for the doctoral program. Students should complete all requirements including theses/dissertations within the prescribed periods. Students who exceeded the prescribed residency period shall be required to enroll in additional/refresher courses to be determined by the Dean.
5. A student who obtained at least two (2) failing grades in any of the courses shall be disqualified from pursuing any program in the Graduate School.
6. A student who obtained three (3) **No Credit (NC)** in the same subject except on Thesis Writing shall be disqualified from pursuing any program in the Graduate School.

E. Comprehensive Examination

1. A graduate student who has completed all the academic requirements in the program pursued may take the Comprehensive Examination.

2. A student applying for the Comprehensive Examination is required to pay a comprehensive examination fee to the cashier.
3. A student should obtain an evaluation of grades from the Registrar and submit the same to the Dean's Office before taking the Comprehensive Examination.
4. A student who fails in the Comprehensive Examination may retake the exam only once after which failure in the retake would require the student to audit basic and major courses as determined by the Dean and the Program Chairman before he/she could retake the examination.
5. A student gets a passing mark in the Comprehensive Examination if all indicators in the rating sheet is sixteen (16) points and above. Indicators and ratings are as follows: Discussion of concepts, use of theories and principles, use of concrete examples, organization of ideas, grammar/word usage.

Rating per indicator:

- 20 - Excellent
- 19 - Very Good
- 18 - Good
- 17 - Fair
- 16 - Fair
- 15 - Failure

F. Thesis/Dissertation Writing

After passing the comprehensive examination, graduate students are expected to write a thesis/dissertation as a requirement of his academic program. The following are some guidelines that will aid students in the timely and successful completion of the written thesis and its oral defense:

Choosing a Thesis Adviser

1. An opportunity will be given during Thesis/Dissertation Seminar for students to learn about the research

interests and fields of specialization of the various faculty members.

2. Students are encouraged to approach a prospective Thesis/Dissertation Adviser as early as possible in their program in order to discuss research ideas. Students submit the "Appointment for Thesis Adviser" (GS form 2) to the Dean or Program Coordinator at the beginning of the semester when they are enrolled in Thesis/Dissertation Proposal.
3. Once thesis work is underway, students may not change Thesis Adviser other than in exceptional circumstances and with a written permission from the Dean or Program Coordinator.

Thesis Proposal Hearing

1. In order to facilitate the writing of the research proposal, students are required to enroll in Thesis/Dissertation Proposal in the semester that they intend to submit and present orally their proposed research.
2. Students develop the Thesis/Dissertation Proposal in consultation with the Thesis Adviser.
3. Upon approval of the research proposal by the Adviser, he recommends the same to the Dean for proposal hearing schedule. The Dean identifies the composition of the Thesis/Dissertation Committee.
4. The student submits the required number of copies for proposal hearing which shall be distributed to the members of the Thesis/Dissertation Committee for review. The Dean's Office schedules the Proposal Hearing at least a week after submission of the proposal to the Thesis/Dissertation Committee for review.
5. The Proposal Hearing is conducted for the purpose of having the proposed research design be officially approved by the Thesis/Dissertation Committee.

6. The Chair of the Thesis/Dissertation Committee shall prepare the necessary report after the proposal hearing that serves as the guide for the student in carrying out his research work.
7. The student is required to submit two copies of the revised proposal incorporating the suggestions of the Thesis/Dissertation Committee before enrolment in Thesis/Dissertation Writing.

Oral Examination

1. With the acceptance of the Thesis Proposal, the student is in the research and writing phase. In this semester, the student is required to enroll in Thesis/Dissertation Writing and submits the thesis/dissertation for oral defense.
2. Students should arrange to meet regularly with their chosen Adviser to review the thesis/dissertation draft. Students should be ready to make appropriate recommendations and revisions.
3. Upon approval of the thesis/dissertation draft by the adviser, he recommends this to the Dean for review by the Thesis/Dissertation Committee through an oral defense.
4. The student submits the required copies (five copies) to be forwarded by the Dean to the members of Thesis/Dissertation Committee who shall review and certify the acceptability of the work for Oral Examination. The Oral Examination can only be scheduled if all the members of the Thesis/Dissertation Committee certify the acceptability of the thesis/dissertation.
5. The Oral Examination shall be scheduled one week after forwarding the thesis/dissertation to the members of the Oral Examination Committee.

6. The Chair of the Examination Committee shall prepare a report on the revisions proposed by the Committee. This report serves as the official guide of the Adviser in ensuring that in the final thesis/dissertation, suggestions/recommendations of the Committee members had been made.

Required Bound Manuscripts

1. As the revisions proposed by the Examination Committee had been incorporated in the final thesis/dissertation, the student shall submit five approved copies (in hardbound form), abstracts and 2 CD copies of the thesis/dissertation. These are required for application for graduation. *No candidate is allowed to join the Graduation Ceremonies unless all the requirements for graduation have been accomplished.*
2. The deadline for submission of the thesis/dissertation in its final form is two weeks before the scheduled Graduation Ceremonies.

G. Graduation

To be awarded masteral/doctoral degree, the following requirements must be met:

- Completion of the academic requirements with no grade below 2.0
- Passed the written comprehensive examination
- Passed the oral examination
- Accomplishment of the application for graduation and clearance forms

In order to participate in the graduation ceremonies, the student must ensure that all requirements for graduation are met, the academic courses are passed, grades are on record, copies of bound thesis/dissertation are submitted.

H. Grading System

1. The Graduate School adopts the following numerical grading system:

1.0	-	Excellent
1.1 - 1.4	-	Very Good
1.5 - 1.8	-	Good
1.9 - 2.0	-	Fair
5.0	-	Failure

2. Computation of grades are made as follows:

OPTION A

Class Standing*	-	40%
Reports and Research**	-	40%
Major Exam***	-	20%
Total	-	100%

OPTION B

Class Standing*	-	60%
Reports and Research**	-	40%
Total	-	100%

TO COMPUTE FOR THE FINAL GRADE

Midterm Period	-	50%
Final Period	-	50%
Final Grade	-	100%

* quizzes, discussion papers, reaction papers and activity sheets

** oral reports and research projects

*** midterm exam and final exam

3. **Dropped (DR)** is reflected when a student has incurred more than 3 absences before the midterm exam of a semester or summer term.

4. **No Grade (NG)** mark is given to students whose class standing is at least passing but has not complied requirements or has not taken the major exam of the course.
5. The student must remove the **NG** mark within one year. Otherwise, the student shall be required to re enroll the same subject or its substitute, if any.
6. **No Credit (NC)** is used when a student has not completed within a semester Seminar on Thesis/Dissertation Writing, Thesis/Dissertation Writing and Project Research and Development for MBA students. The student has to re enroll Thesis Writing on the semester he/she submits for proposal hearing or oral defense.
7. **No Attendance/Not Attending (NA)** is given when a student has not entered the class and has not filed for an official withdrawal of the course.

I. Awards and Recognition

1. The Graduate School students are recognized in their academic and research endeavors. The following are recognized:
 - 1.1 Thesal Program
 - **Meritissimus** – average of 1.00 to 1.09 on academic requirements, no grade below 1.5 on any course and has completed academic requirements in five (5) consecutive semesters.
 - **Benemeritus** – average of 1.10 to 1.19 on academic requirements, no grade below 1.5 on any course and has completed academic requirements in five (5) consecutive semesters.
 - **Meritus** – average of 1.20 to 1.29 on academic requirements, no grade below 1.5 on any course and has completed academic requirements in five (5) consecutive semesters.

- **Dean's Medallion for Academic Excellence** – average of 1.30 on academic requirements, no grade below 1.5 on any course and has completed academic requirements in five (5) consecutive semesters.

1.2 Non-Thesal Program

- **Meritissimus** – average of 1.00 to 1.09 on academic requirements, no grade below 1.5 on any course and has completed academic requirements in at least three (3) consecutive semesters but shall not exceed four (4) semesters.
- **Benemeritus** – average of 1.10 to 1.19 on academic requirements, no grade below 1.5 on any course and has completed academic requirements in at least three (3) consecutive semesters but shall not exceed four (4) semesters.
- **Meritus** – average of 1.20 to 1.29 on academic requirements, no grade below 1.5 on any course and has completed academic requirements in at least three (3) consecutive semesters but shall not exceed four (4) semesters.
- **Dean's Medallion for Academic Excellence** – average of 1.30 on academic requirements, no grade below 1.5 on any course and has completed academic requirements in at least three (3) consecutive semesters but shall not exceed four (4) semesters.

2. For academic awards:

- 2.1 The Dean shall identify graduate-candidates based on evaluative copies of their records from the Office of the Registrar;

- 2.2 Five (5) consecutive semesters for thesal program and at least three (3) consecutive semesters but shall not exceed four (4) semesters for non-thesal program include summer subjects taken by graduate school students;
 - 2.3 The candidate must have no **failure, dropped, removed or unremoved NG** and **NC marks** throughout the entire curricular program; and
 - 2.4 The candidate has not been charged of any disciplinary action.
3. Candidates for Dean’s Medallion for Research Excellence are invited for paper presentation prior to awarding.
 - **Dean’s Medallion for Research Excellence (Doctoral Level)** – declared best dissertation during the Annual GS Research Forum.
 - **Dean’s Medallion for Research Excellence (Masteral Level)** – declared best dissertation during the Annual GS Research Forum.

**RULES AND REGULATION IN RELATION TO CAMPUS
DISCIPLINE
(ADAPTED FROM UC STUDENT MANUAL)**

A. STUDENT DISCIPLINE AND OFFENSES

Every private school shall maintain good school discipline pursuant to the recognized authority and prerogative of private schools to promulgate such rules and regulations as deemed necessary from time to time, effective from the date of their promulgation unless otherwise specified. Consistent with present DepEd and CHED policies and in line with the proper and appropriate statutes and jurisprudence of the land, the University promulgates the following rules and regulations to govern discipline within and outside the campus:

1. **LIGHT OFFENSES.** The following acts are considered light offenses or infractions committed inside the

campus and are punishable by warning and reprimand on the first time they are committed. However, the second or third time that the offense or infraction is committed shall call for increasing sanction of reprimand, suspension, or exclusion, as the case may be.

- 1.1 Smoking inside and up to 100-meter radius from the campus;
- 1.2 Any deliberate throwing of waste papers and other forms of garbage in any part of the campus that is not designated or intended or indicated as receptacle or depository of the same;
- 1.3 Spitting on the walls and floors of the University, or any other act deliberately designed to make the University or any of its premises dirty or unsanitary;
- 1.4 Wearing of slippers, sandals, or *bakya* of whatever kind, style, or shape inside the campus;
- 1.5 Wearing of un-prescribed caps inside the campus;
- 1.6 Wearing of sleeveless shirts commonly known as *sando* inside the campus;
- 1.7 Wearing of indecent or provocative clothing or dress inside the campus;
- 1.8 Non-wearing of the prescribed school uniform when so prescribed by the college or the University, except those who may be exempted and are actually granted exemption or semester basis;
- 1.9 Violation of haircut policy as prescribed by the college or the University;

- 1.10 Aiding, guiding, instigating, conspiring, confederating or confabulating with other students, University authority or faculty member, non-teaching personnel or even with outsiders to commit any slight infraction, violation, or transgression of any University rule or regulation;
- 1.11 Engaging in any unauthorized assembly inside the campus, resulting to the disruption, disturbance, or stoppage of classes, or any other authorized University activities, performance, stage plays, or presentations;
- 1.12 Mutilation or destruction of any book, magazine, newspaper, and other library materials;
- 1.13 Deliberate non-returning of books and other library materials;
- 1.14 Leaving the classroom, laboratory, experiment room, or any other room, where academic requirements are being officially performed without the knowledge or permission of the faculty member or teacher concerned.

2. **SERIOUS OFFENSES INSIDE THE CAMPUS.** The following acts are considered serious offenses or infractions committed inside the campus and are possible punishable by the maximum sanction of expulsion:

- 2.1 Carrying a deadly weapon such as gun, bladed or pointed weapon, sharpened buckle, *Indian pana*, *Batangas knife*, Swiss knife, *chako*, metal knuckle, chain, and other similar weapon that cause physical injuries or death;
- 2.2 Delivery of an offensively lewd and indecent speech that contains sexual metaphors;
- 2.3 Dishonesty

- 2.3.1 Forging or tampering of University records, forms, or any other related records or written materials required by the curriculum of a particular department in the University; forging or tampering of any transfer form; securing or using such forged and tampered materials, records, forms, credentials or documents;
- 2.3.2 Obtaining a falsified grade or remark in the TOR either for a fee or without a fee;
- 2.3.3 Paying a University employee to influence him in changing the grade or remark in one's TOR;
- 2.3.4 Cheating in the classroom or laboratory during any examination, experiment, or any academic exercise relative to academic requirements of the department to which the student belongs;
- 2.3.5 Using a school ID belonging to another student of the University; changing the picture appearing in said school ID; or making any other change/s to make the school ID appear as his/her own;
- 2.3.6 Borrowing or lending school ID and study load;
- 2.3.7 Taking the place of a new student seeking admission to the University in an examination designed by the Guidance Office or any department to test the intelligence, character, ability, or aptitude of the said new student; or
- 2.3.8 Unauthorized use of the official seal of the University or department; and contrivance, possession, or use of instruments, implements, or materials for forgery or falsification;

- 2.4 Drug dependency;
- 2.5 Drunkenness
 - 2.5.1 Possession inside the campus of any intoxicating materials of whatever kind or class; or
 - 2.5.2 Entering the campus or attending the class under the influence of alcohol of whatever kind or class;
- 2.6 Gambling
 - 2.6.1 Betting and all other forms of vice such as playing cards, dice, *hantak*, *kabit*, *bulitsi*, *piyat-piyat*, blackjack, last two, and other forms of gambling; or
 - 2.6.2 Mere possession of any gambling paraphernalia inside the campus, except when said paraphernalia are to be used for school purpose or as materials or props in school plays or presentations, classroom plays, or presentations, or for similar school-related or school-required activities;
- 2.7 Gross misconduct
 - 2.7.1 Insubordination;
 - 2.7.2 Acts of subversion or such other similar acts as are inimical to the interest, safety, and stability of the state;
 - 2.7.3 Formation of illegal organizations like those associations or organizations whose aims and purposes are against the law, good morals, good customs, public order, or public safety;
 - 2.7.4 Assaulting any University student, official, teacher, personnel, security guard, or representative;

- 2.7.5 Fistfights, rumbles, tumultuous affrays, or any other forms of fight or physical confrontation, or any quarrel or similar forms of misconduct, that cause or tend to cause any disturbance to campus peace and tranquility, or any danger to life or limb;
- 2.7.6 Grave threats, light threats, or intimidation on any University student, official, teacher, personnel, security guard, or representative;
- 2.7.7 Preventing or threatening any University student, official, teacher, personnel, security guard, or representative from discharging their duties, attending their classes, or entering the campus;
- 2.7.8 Resistance and/or disobedience to any lawful order of the duly constituted authorities of the University or its agents, representatives, or security guards;
- 2.7.9 Estafa, theft, larceny, or other analogous crimes committed against any University student, official, teacher, personnel, security guard, or representative;
- 2.7.10 Extorting, mulcting, or periodic unauthorized solicitations of any amount of money, quantity of goods or materials, or any volume of property from the students and/or from any person inside the campus;
- 2.7.11 Unauthorized fund-raising activities and solicitations of money, property, goods, or the like from any University student, official, teacher, personnel, security guard, or representative;

- 2.7.12 Unauthorized solicitations of money, property, goods, or the like from outside sources;
- 2.7.13 Stealing or asportation of books and other similar materials from the University libraries, laboratories, audiovisual rooms, functions rooms, and other similar places in the University;
- 2.7.14 Disrupting classes and barricading the University entrance;
- 2.7.15 Selling examination paper;
- 2.7.16 Lying at the hearing on the charges against himself;
- 2.7.17 Assaulting, boxing, stoning, stabbing, and other forms of physical attacks or assaults against any University student, official, teacher, personnel, security guard, or representative;
- 2.7.18 Beating up another student;
- 2.7.19 Attempting to bribe the Dean or teacher;
- 2.7.20 Refusing to identify the student who violated a University regulation when he/she knew;
- 2.7.21 Failure or refusal to follow the procedure in the rules on fraternities or sororities;
- 2.7.22 Forcing a student to become a member of a fraternity or sorority;
- 2.7.23 Preventing a student-member from leaving the fraternity or sorority in violation of the person's liberty to join, not join, or to discontinue joining the organization;

- 2.8 Hazing;
- 2.9 Hooliganism;
- 2.10 Immorality
 - 2.10.1 Possession, distribution, or use of any pornographic material, whether through cellular phones, compact discs, magazines, posters, pictures, or illustrations;
 - 2.10.2 Acts of lasciviousness, lewd, or indecent language and other similar acts inside the campus;
 - 2.10.3 Abortion, in the case of a pregnant female student by herself, through a doctor, or any student; aiding in abortion by a pregnant student; or
 - 2.10.4 Immoral relationship;
- 2.11 Instigating or leading illegal strikes or similar concerted activities, resulting in the stoppage of class
 - 2.11.1 Aiding, guiding, instigating, conspiring, confederating, or confabulating with any University student, official, teacher, personnel, security guard, or representative, or even outsiders to commit any violation, infraction, or transgression of any University rule and regulation; or
 - 2.11.2 Engaging in any unauthorized assembly inside the campus, resulting in disruption, disturbance, or stoppage of class, or any other authorized school activities, performances, stage plays, or presentations;
- 2.12 Malversation or misappropriation of funds of the class, the student organization or the University;

- 2.13 Plagiarism;
- 2.14 Selling, using and/or possession of prohibited drugs (i.e. marijuana, opium, *shabu*, cocaine, etc.) and paraphernalia;
- 2.15 Vandalism
 - 2.15.1 Any act causing the painting or inscription of words, figures, or caricatures on any part of any school building or structure, resulting in the painting or inscription of graffiti in said places;
 - 2.15.2 Destroying, defacing, or dirtying any University property, walls, floors, basements, or any other portion of the campus; or
 - 2.15.3 Removing, tearing, detaching, or any other form of destruction of any authorized posters, streamers, or other paraphernalia, duly approved for display, posting, or circulation by the proper University authorities;
- 2.16 Any other serious or grave misconduct, misdemeanor, or offense not mentioned in this Student Manual;
- 2.17 Any other serious or grave misconduct, misdemeanor, offense, or gross negligence, resulting to serious injury or loss; or
- 2.18 Any other infraction, misfeasance, malfeasance, or violation punishable under this Student Manual, Revised Penal Code of the Philippines, special law, MORPS, or any other existing DepEd and CHEd rules, memoranda, circulars, and orders.

- 3. **SERIOUS OFFENSES OUTSIDE THE CAMPUS.** The following acts are considered serious offenses or infractions although committed outside the campus and

are possibly punishable by the maximum sanction of exclusion:

- 3.1 Assaulting any University student, official, teacher, personnel, security guard or representative;
- 3.2 Possession and/or using marijuana or any prohibited drug;
- 3.3 Illegal possession of deadly weapon such as a gun, bladed or pointed weapon, sharpened buckle, *Indian pana*, *Batangas* knife, Swiss knife, *chako*, metal knuckle, chain, and other similar weapon that cause physical injuries or death;
- 3.4 Seriously assaulting another person;
- 3.5 Hooliganism;
- 3.6 Hazing;
- 3.7 Sexual misconduct;
- 3.8 Immorality;
- 3.9 Romantic or immoral relationship with a married person;
- 3.10 Vandalism on either private or public buildings;
- 3.11 Crashing a private party; refusing to leave when requested to do so; undressing; striking or stoning at a house/venue; Conviction for contempt of court for disobeying a restraining order;
- 3.12 Being drunk and disorderly in the streets or public places in violation of an ordinance;
- 3.13 Inflicting physical injuries to another student whether under or without the influence of liquor; causing damage to property;
- 3.14 Challenging another to a fistfight;
- 3.15 Accepting a challenge and causing injuries to another and/or damage to property

- 3.16 Unauthorized use of the name of a teacher as a co-author of an article to assure its publication;
- 3.17 Misconduct that affects the morale or efficiency of the University, or is adverse to the University's good order, welfare, and advancement of its students;
- 3.18 Mauling of a professor or teacher off-campus;
- 3.19 Fistfights, rumbles, tumultuous affrays, or any other forms of fights, physical confrontation, quarrel, or similar forms of misconduct that may cause or tend to cause any disturbance to public peace and tranquility or any danger to life or limb committed in any mall, store, public place, or any place where the public congregates;
- 3.20 Grave threats, light threats, or intimidation on any University student, official, teacher, personnel, security guard or representative;
- 3.21 Drinking beer, liquor, or any intoxicating drink in any store, restaurant, or establishment within the 100-meter radius from the campus;
- 3.22 If still a minor student, drinking beer, liquor, or any intoxicating drink in any store, restaurant, or establishment, in violation of a city or municipal ordinance;
- 3.23 Incidents committed outside the University on an occasion that is not school-sponsored or connected with any school activity;
- 3.24 Cases of violation of off-campus University policies or regulations occurring in connection with a school-sponsored activity;
- 3.25 Cases where the misconduct of the student involves his/her status as a student or affects the good name or reputation of the University;

- 3.26 Using the University's name in academic and non-academic competitions, student conferences, and other activities of the campus, without explicit prior written recommendation of the concerned college or department Dean/Head or adviser of the group so using the name of the University; endorsement by the SAO; and approval by the Campus Director;
- 3.27 Grave threats, light threats, or intimidation on University student, official, teacher, personnel, security guard or representative; or
- 3.28 Any other serious or grave misconduct or scandal that casts aspersion on, or tarnish or damage the image or name of the University or other members of the University.

B. STUDENT DISCIPLINARY COMMITTEE

1. **JURISDICTION.** The Student Disciplinary Committee has jurisdiction over all cases involving student discipline and the imposition of sanctions.
2. **COMPOSITION.** It shall be composed of the following:
 - 2.1 VC for Administration/Campus Director as chairperson;
 - 2.2 Campus Legal Officer as co-chairperson;
 - 2.3 Student Affairs Director as member;
 - 2.4 Dean or Chairperson of the college of the concerned student/s as member;
 - 2.5 Guidance Counselor as member;
 - 2.6 Student representative as member; and
 - 2.7 Other University personnel, if necessary.

C. PROCEDURE IN DISCIPLINARY ADMINISTRATIVE INVESTIGATION

A disciplinary administrative investigation is a management prerogative. It is conducted if there is a complaint, letter, report, or memo pertaining to an alleged commission of an act by a student that may be considered as an offense, wrongdoing, misconduct, or violation of a University policy, rule, or regulation. Disciplinary matters are those that are referred to in this Student Manual as punishable by warning, reprimand, probation, suspension, exclusion, or expulsion. The complainant can be any interested party, such as a student, a parent, a University employee, an office head, the University, and others.

In the exercise of its management prerogative, the University through any of its office heads may *motu proprio* request for or initiate an administrative investigation of a student. Moreover, if warranted by circumstances, the University, through any of its academic or non-academic office heads, *motu proprio* or acting upon a directive from a higher University official, may conduct an inquiry on any matter it may deem proper and necessary for fact-finding purposes. If the result thereof requires that a disciplinary administrative investigation be conducted, the office head shall submit his/her memo/report with a request for such an investigation to be made by the University.

A student under investigation of a case punishable by exclusion or expulsion may be preventively suspended from entering the campus, if the evidence of guilt is strong. This is a deterrent to the distraction of the normal school operations that may be caused by the continued presence of the said student or for his/her protection from any act of vindictiveness beyond the University's control.

The following procedure substantially complies with the requirements of due process to which everyone is entitled before any sanction is imposed. Under the law and jurisprudence, administrative investigations are summary in nature and the degree of proof sufficient to support a finding that respondent is liable as alleged is substantial evidence. The

procedure is aimed at determining whether a student, being investigated for the commission of an alleged offense, misconduct, or violation of the University policies, rules, or regulations is liable or not. If so, the proper sanction shall be meted out. If not, the case shall be dismissed.

In all cases of offense, misconduct, or violation cited in the Student Manual, other than sexual harassment involving a student, the following procedure shall govern:

1. **COMPLAINT OR REPORTING SYSTEM.** A complaint or reporting system is hereby installed whereby concerned parties are encouraged to come forward with a signed report or complaint on any violation of any University rule, regulation, or policy committed by a ward student.
2. **WHO MAY FILE.** Any student, trainee, teacher, employee, administrator, or any known person may report or file a complaint. The parent or guardian may also complain in behalf of his/her ward student.
3. **WHERE TO FILE.** The complaint (either in the form of a letter, memo, report, or affidavit) or report may be filed with the SAO/Dean/Principal (unless it is the SAO/Dean/Principal who signs the memo or report) or any University official. In all instances, said complaint or report shall be forwarded to the Chancellor for assignment to the Investigating Officer or directly to the latter for appropriate action.
4. **REPORT OR COMPLAINT.** The report or complaint must be in writing and contain the following information:
 - 4.1 The name/s and address/es of the complainant/s;
 - 4.2 The name/s and address/es of the respondent/s;
 - 4.3 The substance, cause/grounds of complaint;
 - 4.4 When and where the complained action happened; and

- 4.5 The name/s of any witness/es, if any.
 - 4.6 All pertinent papers or documents in support of the complaint are to be attached whenever practicable or available.
5. **INVESTIGATING OFFICER.** The Legal Office, through the Investigating Officer or officers designated by it, after receipt of the referral from the Chancellor, Campus Director, or SAO, shall determine whether or not it is sufficient to start the investigation.
- 5.1 If it is not sufficient yet and it is one that requires further inquiry by the Campus Director or SAO, it shall be referred back to the said officer for further inquiry.
 - 5.2 If it is sufficient or already sufficient and endorsed again, the Legal Office shall issue the proper notice of investigation, attaching thereto the pertinent papers or documents, to the respondent.
 - 5.3 The Investigating Officer then follows the rest of the investigation procedure, giving respondent due process before a resolution, decision, or sanction is made.
6. **FURNISHING RESPONDENT WITH NOTICE OF INVESTIGATION.** The investigating Officer shall immediately furnish the respondent the notice of investigation, attaching therewith a copy of the complaint, memo, or report; direct respondent to file a written answer; and advise him of the rights to examine the evidence against him during the investigation proper, to present his/her own evidence, and to acquire the service of a counsel of his/her own choice, if so desired.
7. **INITIAL CONFERENCE/HEARING.** The Investigating Officer shall also calendar the case

for an initial conference/hearing to be stated preferably in the same notice of investigation.

8. **NOTIFICATION OF PARENTS.** The Investigating Officer shall notify the parents or guardians of the student-complainant or student-respondent involved in the investigation accordingly at their last known address per University records. If the parents or guardians fail to come during the investigation despite notice, the investigation shall proceed accordingly.
9. **FILING OF AN ANSWER.** Within the given period the respondent shall file an answer incorporating therein the pertinent documents in support of his/her defense.
10. **WAIVER.** If respondent fails to file his/her answer within the period specified or fails to appear during the conference, respondent shall be deemed to have waived his/her right to confront the evidence against him/her and/or to present his/her evidence. The investigation shall proceed accordingly, even ex-parte. Any decision shall be based on the evidence adduced during the investigation.
11. **SUMMARY JUDGMENT.** If on the basis of the pleadings or evidence on record, the Investigating Officer finds that there is sufficient ground to render judgment, it shall consider the case submitted for decision and the parties shall be informed accordingly.
12. **JUDGMENT BASED ON POSITION PAPERS.** Whenever summary judgment is not appropriate, the Investigating Officer shall direct the parties to the case to simultaneously submit the position papers with affidavits of witnesses and other supporting evidence within three (3) working days from notice of the directive or order, after which the case shall be deemed submitted for decision.

13. **JUDGMENT AFTER FURTHER INVESTIGATION.** Where the Investigating Officer finds there are complicated factual issues involved which cannot be resolved through position papers, or which need further clarification for better understanding by the Committee, it shall conduct further investigation. It may, if necessary, direct the parties and/or witnesses to appear before it to answer clarificatory questions. For this purpose, the Investigating Officers may allow the parties to submit suggested written clarificatory questions, which it may propound to the parties concerned. The Investigating Officer has the authority to compel any member of the educational community who may have any knowledge on the case to testify during the investigation.

14. **CASE RESOLUTION, MOTION FOR RECONSIDERATION, AND APPEAL.** The Investigating Officer, after evaluation of the evidence submitted by the parties, shall decide the case. The decision of the Investigating Officer is final unless appealed to the Office of the Chancellor within three (3) working days from receipt of the decision. A motion for reconsideration shall be considered an appeal. The appeal or motion for reconsideration shall state the reason or reasons why the decision of the Investigating Officer should be reversed or modified. The Chancellor shall consider the evidence adduced during the investigation conducted by the Investigating Officer.
 - 14.1 The decision of the Chancellor is final and immediately effective.
 - 14.2 If the Investigating Officer's decision is not appealed to the Chancellor but the recommended sanction is suspension, dismissal, exclusion or expulsion, said decision shall be subject to the Chancellor's final determination whether to approve or not, or for whatever action that may be deemed necessary and proper.

15. **FURNISHING COPY OF DECISION.** In any case, the complainant and respondent shall each be furnished a copy of the decision directly to them or at their last known address by personal service or by registered mail.

D. DISCIPLINARY SANCTIONS

1. **LIGHT OFFENSES.** Light offenses carry the following sanctions:
 - 1.1 Warning. To inform and caution the student of the consequences of his/her conduct.
 - 1.2 Probation. A notification that a student has been given a definite period of time to show a mark of improvement in his/her conduct. The probation will be terminated upon the first sign of a genuine change on the part of the student. A student who has not shown signs of improvement will be given retention or suspension.
2. **SERIOUS OFFENSES.** Serious offenses, whether committed within or outside the University campus, carry the following sanctions:
 - 2.1 Suspension. This is a punitive suspension, which is different from preventive suspension. The student is prevented from attending class and thus taking any examination, quizzes, and graded recitations given during the specified period.
 - 2.1.1 The DepEd or CHEd may not be informed as long as the period imposed does not exceed the 20% of the prescribed class days for the school year.
 - 2.1.2 If the suspension period exceeds that limit, the University must advise the appropriate DepEd or CHEd office, but only to notify them and not to seek

their approval within 10 days from the termination of the investigation.

2.2 Exclusion. The student is excluded or dropped from the school roll for being undesirable and transfer credentials shall immediately be issued.

2.2.1 A summary investigation shall be conducted and no prior approval by DepEd or CHEd is required in the imposition of this penalty.

2.2.2 The decision of the University on every case involving the penalty of exclusion from the school roll, together with all the pertinent papers shall be filed in the University, in order to afford DepEd or CHEd the opportunity to review the case in the event an appeal is taken by the party concerned within the period allowed herein.

2.3 Expulsion. This is an extreme penalty on an erring student. It involves his/her exclusion from admission to any public or private school in the Philippines and requires the prior approval of the Secretary of Education.

2.3.1 The decision of the University on every case involving the penalty of expulsion, together with all the supporting papers, shall be forwarded to the Regional Office of DepEd or CHEd within ten (10) days from the termination of the case.

MISCELLANEOUS PROVISIONS

A. POLICY AGAINST SEXUAL HARASSMENT

Consistent with the Anti-Sexual Harassment Act or RA 7877, this policy aims to prevent any form of misconduct involving an act or series of unwanted, unsolicited, or uninvited acts of demanding, requesting, or requiring any sexual favor from another by a person or any other individual, who exercises authority, influence, or moral ascendancy over another person or individual.

1. **SCOPE.** This policy covers the work, training, or education environment of the University.
2. **POSSIBLE OFFENDER.** Regardless of the gender of the potential offender and depending on the place where it is committed, such as in a work, training, or educational environment, they are any of the following:
 - 2.1 Teachers;
 - 2.2 Instructors;
 - 2.3 Professors;
 - 2.4 Coaches;
 - 2.5 Trainers; or
 - 2.6 Any other person having authority influence or moral ascendancy over another.
3. **CIRCUMSTANCES.** Sexual harassment may be committed under the following circumstances:
 - 3.1 The offender demands, requests, or otherwise requires sexual favor from the offended party.
 - 3.2 Grant of sexual favors is made as a condition for the giving of a passing grade, the granting of honor scholarships, or the payment of stipend, allowance, or other benefits, privileges, or considerations.
 - 3.3 The sexual advances result in an intimidating, hostile, or offensive environment for the student, trainee, or apprentice.

- 3.4 The offended party is one who is under the care, custody, or supervision of the offender; or one whose education, training, apprenticeship, or tutorship is interested to the offender.
4. **FORMS.** Sexual harassment may be committed under the following forms:
- 4.1 Physical:
- 4.1.1 Physical contact or malicious touching;
 - 4.1.2 Over sexual advances;
 - 4.1.3 Unwelcome, improper or any unnecessary gesture of sexual nature; and
 - 4.1.4 Any other suggestive expression or lewd insinuation.
- 4.2 Verbal, such as requests or demands for sexual favors or lurid remarks.
- 4.3 Use of objects, pictures, letters or written notes with bold persuasive sexual underpinning, which creates a hostile, offensive or intimidating work or training environment, which is annoying or disgusting to the victim.
5. **PROCEDURE.** The following is the procedure for handling sexual harassment cases:
- 5.1 Complaint or Reporting System. A complaint or reporting system is hereby installed whereby victims are encouraged to come forward with a report or complaint of any incident of sexual harassment. The system allows informal resolution first and then, if the process fails, formal resolution.
- 5.2 Who May File. Any student, trainee, or employee of the University may report or file a complaint of sexual harassment. The parent or guardian may also complain in behalf of his/her ward student.
- 5.3 Where to File. The complaint (either in the form of a letter, affidavit or report) may be filed with

the President, Chancellor, any University official, or the Disciplinary Committee through its Chairperson.

5.4 Report or Complaint. The report or complaint must be in writing and must contain the following information:

5.4.1 The name/s and address/es of the complainant/s;

5.4.2 The name/s and address/es of the respondent/s;

5.4.3 The substance, cause/grounds of complaint;

5.4.4 When and where the action complained of happened; and

5.4.5 The name/s of any witness/es, if any.

5.4.6 All pertinent papers or documents in support of the complaint must be attached whenever possible.

5.5 Furnishing Respondent with Complaint. The Committee shall immediately furnish the respondent a copy of the complaint and all its attachments, and shall direct the respondent to file an answer within three (3) working days from receipt thereof.

5.6 Initial Conference/Hearing. The Committee shall also calendar the case for a preliminary conference for the purpose of arriving at an amicable settlement. The parties shall be duly informed of the conference which shall be set immediately after the filing of the answer.

5.7 Notification of Parents. If it is a student who is complaining without assistance of his/her parents, or being charged with a sexual harassment offense, the Committee shall notify his/her parents or guardians accordingly at their last known address per University records. If the parents or guardians fail to come during the investigation despite notice, the investigation shall proceed accordingly.

5.8 Filing of an Answer. Within the period prescribed herein, the respondent shall file an answer incorporating therein all pertinent documents in support of his/her defense.

5.9 Waiver. If respondent fails to file his/her answer and the pertinent documents within the period specified or fails to appear during the conference, respondent shall be deemed to have waived his/her right to confront the evidence against him/her and/or to present his/her evidence. The case shall be heard *ex parte*.

5.10 Summary Judgment. If on the basis of the pleadings or evidence on record, the Committee finds that there is sufficient ground to render judgment, it shall consider the case submitted for decision, and the parties shall be informed accordingly.

5.11 Judgment Based on Position Paper. Whenever summary judgment is not appropriate, the Committee shall direct the parties to the case to simultaneously submit the position papers with affidavits of witnesses and other supporting evidence within three (3) working days from notice of the directive or order, after which the case shall be deemed submitted for decision.

5.12 Investigation Procedure. Where the Committee finds that there are complicated factual issues involved, which cannot be resolved through position papers, or which need further clarification for better understanding by the Committee, it shall conduct further investigation. It may, if necessary, direct the parties to appear before it to answer clarifying questions. For this purpose, it may allow the parties to submit suggested written clarifying questions that it may propound to the parties

concerned. The Committee shall have the authority to compel any member of the educational community who may have any knowledge on the case to testify before the Committee.

5.13 Case Resolution. After evaluation of the evidence submitted by the parties, the Committee shall decide the case. The decision of the Committee is final unless appealed to the University Chancellor within three (3) working days from the receipt of the decision. A motion for reconsideration shall be considered an appeal. The appeal or motion for reconsideration shall state the reason or reasons why the decision of the Committee should be reversed or modified. The Chancellor shall consider the evidence adduced during the investigation conducted by the Committee. The decision of the Chancellor is final and immediately effective. If the Committee's decision is not appealed to the Chancellor but the recommended sanction is suspension, dismissal, exclusion or expulsion, said decision shall be subject to the Chancellor's final determination whether to approve or not, or for whatever action he/she may deem necessary and proper.

B. POLICY ON FRATERNITIES, SORORITIES, AND HAZING

The Anti-Hazing Law (RA 8049) provides for penalties for those responsible for hazing committed during the initiation rites of fraternities, sororities, or student organizations. CHED Order No. 4, series of 1995 dated January 25, 1995 likewise requires the University to implement certain preventive measures against hazing committed by fraternities and student organizations. Further, Department of Education, Culture, and Sports (now DepEd) Order No. 49, series of 1995 dated August 14, 1995 stresses the importance of informing the students about RA 8049. Finally, CHED Order No. 95, series of 1995 dated August 8, 1995 directs all schools to strictly comply with the provisions of CHED Order No. 4, series of 1995.

In view thereof and pursuant to the powers granted to all schools under the law and Sections 74-78, Article XIV of MORPS as well as the highest considerations for the welfare, well-being, safety and discipline of all students of the University, the following rules and regulations are hereby promulgated for strict compliance by all concerned:

1. **GENERAL PROVISIONS**

1.1 The University is a private juridical person with rights, privileges, and interests to be protected and upheld for its own good, well-being, welfare, and benefit, as well as for the common good, well-being, welfare, and benefit of all its personnel and the students enrolled therein.

1.2 Unless otherwise directed by law or the CHED or DepEd, the University is not against fraternities, sororities, or student organizations. But being a private entity, no person or group of persons can just enter, exist, operate or conduct its business or operations within any of the University campuses without the University's written consent and approval, subject to all the policies, rules and regulations that shall be established by the University, if any.

1.3 While there is freedom to join an association, there is also a corollary freedom not to join an association and the freedom to leave it if one so desires. No particular freedom is absolute. One freedom is always subject to the limitations of other freedoms, laws, morals, public policy, public order, legal rights, interests, and privileges of other persons, all of which must be equally protected and upheld.

2. **REGISTRATION.** No fraternity, sorority, or organization is allowed to operate and conduct its operation in any University campus, which is a private place owned by a private juridical entity, if it is not duly and officially recognized by and registered in the campus on an annual basis in every start of the school year. All essential requirements for the

annual registration and recognition of these groups should be submitted to the SAO not later than June 30 of every year. The application shall be acted upon whether approved, disapproved, under probation or suspended by the SAO within one (1) month from June 30 of every year. However, pursuant to DECS (now DepEd) Order No. 20, series of 1991 dated March 4, 1991, fraternities and sororities are prohibited in high schools; thus, recruitment or taking in of elementary and high school students for membership in fraternities and sororities, or the formation of a fraternity or sorority in the elementary or high school department is strictly prohibited.

2.1 The word "organization" as defined by RA 8049, includes any student organization or club as well as the Armed Forces of the Philippines (AFP), Philippine National Police (PNP), Philippine Military Academy (PMA) or any officer or cadet corps of the ROTC/CAT.

3. ***PROPER CONDUCT OF ORGANIZATION***

3.1 Fraternities, sororities and student organizations, through their officers, shall police their own members. Failure to do so or to prevent any violation of any University policy, rule, or regulation shall be the personal responsibility of the said officers.

3.2 Fraternities, sororities, and student organizations are enjoined to participate in cultural events, community outreach projects and other extra-curricular activities.

3.3 Counseling by the group's alumni or the University guidance counselors, or tutoring by members should be availed of for those members needing one.

3.4 Fraternity and sororities should have monthly meetings in a council of equals known in this

University as Inter-Fraternity and Sorority Alliance (IFSA). Reporting of a potential conflict to the head of a fraternity or sorority should be made a standard procedure. The head in turn will patch it up with his/her counterpart. IFSA and the heads of the groups concerned should immediately inform in writing the SAO of any potential conflict, and if resolved later among themselves, how it was being resolved.

3.5 Fraternities, sororities, and organizations should have an ethical code of conduct in their organizational vision and objectives that should stress brotherhood, studies, safety, productivity, creativity, community service, and nationhood. It should be an integral part of their constitution and by-laws.

4. **CONDUCT OF PARTICIPATION.** Parents should be informed about the participation of their children in fraternities, sororities, and organizations. Consequently, all existing fraternities, sororities and organizations, through their officers, should inform in writing the parents of all their members and officers that their children are members of a fraternity, sorority or organization by registered mail with registry receipt and duly accomplished registry return card, copies of which must be furnished to the SAO along with the latest complete list of members duly attested by the officers of the fraternity, sorority or organization not later than October 30. Thereafter, every school year, before the end of June, all fraternities, sororities, and organizations shall submit to SAO, as one of the essential prerequisites before one can be duly and officially registered and recognized for that particular school year, an updated complete roster of members duly attested by their officers. Finally, a furnished copy of the letter should accompany the notice to the University for an initiation rite to be conducted from the group's responsible officers to the parents of each of the recruits, neophytes, or applicants, informing them that their children are participating in

the initiation rites of the group at a particular date, time, and venue. Such letter must be together with the letter's registry receipt and duly accomplished registry return card.

5. **PROHIBITED ACTS.** Any fraternity that shall commit any of the following prohibitive acts shall be sufficient ground for the revocation of its recognition and make all its officers administratively liable for serious misconduct. Such officers shall be placed under disciplinary administrative investigation.
 - 5.1 Recruitment accompanied by deceit, force, violence, threat, or intimidation on the person of the recruit who refuses to join;
 - 5.2 Recruiting or campaigning for membership to any elementary or high school student;
 - 5.3 Preventing from quitting the recruit, neophyte or applicant, who initially consents to join but upon learning that hazing will be committed on his/her person, decides to quit from the rite or group;
 - 5.4 Preventing the recruit, neophyte or applicant, after having undergone hazing, from reporting the unlawful act to his/her parents or guardians, to proper University authorities or to police authorities, through force, violence, threat or intimidation;
 - 5.5 Conducting of an initiation rite outside the campus;
 - 5.6 Conducting an initiation rite, process or activity without the required prior written notice to the University; and
 - 5.7 Conducting an initiation rite, process, or activity without the presence of the authorized University representative.

6. **HAZING.** Hazing is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority, or organization by placing the recruit, neophyte, or applicant in some embarrassing or humiliating situations, such as forcing him to do menial, silly, foolish, and similar tasks or activities, or otherwise subjecting him to physical or psychological suffering or injury. This rite or practice is prohibited in this University.
7. **CONDUCT OF INITIATION RITE**
 - 7.1 No initiation rite in any form or manner by a fraternity, sorority, or organization shall be allowed without prior written notice to the SAO at least seven (7) days before the conduct of such initiation.
 - 7.2 The written notice shall indicate the period of the initiation activities, which should be conducted only in the campus during official school hours and school days, shall include the names of those to be subjected to such activities and shall further contain an undertaking that no physical violence shall be employed by anybody during such rite.
 - 7.3 No initiation rite or similar activity under any name, form, or manner shall be commenced or conducted without the personal presence of at least two (2) University personnel duly assigned by the University administration. Unless otherwise directed by the University, the official representatives are Student Affairs Director, CSU Head, Dean/Chairperson of the college where one of the recruits, neophytes or applicants, the group's faculty adviser and one prefect of the University appointed by the CSU Head.
 - 7.4 The official University representatives should be present during the entire initiation and stop it on the designated time. It is their duty to see to it that no hazing is inflicted upon a recruit,

neophyte, applicant or any person during the initiation, for which reason they are authorized to have the names of all the persons present during the initiation registered, as well as to stop and terminate the rite at any time when in their judgment hazing is committed or attempted or about to be committed. The official University representatives shall file a report within 24 hours from the termination of the initiation rite. In case hazing occurs, they should also file the appropriate administrative complaint/s so that an investigation can be initiated and the proper disciplinary sanction/s be imposed.

7.5 The presence of the adviser or any member, officer, former officer or alumni of the fraternity, sorority, or organization during the hazing is a prima facie evidence of participation therein as a principal, unless he/she prevented the commission of the acts of hazing.

7.6 Student-officers/members of the fraternity, sorority or organization who actually planned the hazing, although not present when the acts of hazing were committed, shall be liable as principal and shall be sanctioned accordingly.

8. **DISCIPLINARY SANCTIONS FOR HAZING.** The following disciplinary sanctions, without prejudice to the proper criminal and civil sanctions that shall be adjudged by the courts, shall be imposed by the University on those students found guilty after due process of violating any of the foregoing rules and regulations:

8.1 Expulsion from the University of fraternity, sorority or organization officers and members directly responsible for hazing or any form of initiation rite that results to physical harm, injury, death, sodomy, rape or mutilation; for starting or taking offensive action that provokes violence; carrying of knives, sticks, pipes, guns

or other deadly weapons in the University; or for extorting.

8.2 Exclusion from the University for all officers and organizing members who are not directly responsible for hazing or any form of initiation rite that results to physical harm, injury, death, sodomy, rape or mutilation; for starting or taking offensive action that provokes violence; carrying of knives, sticks, pipes, guns or other deadly weapons in the University; and for extorting.

8.3 Exclusion from the University for recruitment accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join; for preventing from quitting a recruit, neophyte or applicant who initially consents to join but upon learning that hazing will be committed on his/her person, decides to quit the rite or the group; for preventing a recruit, neophyte or applicant, after having undergone hazing from reporting the unlawful act to his/her parents or guardians, to the proper University authorities or to police authorities, through force, violence, threat or intimidation.

8.4 Exclusion from the University for all officers and members conducting or who authorized the conduct of an initiation rite outside the University; of an initiation rite without the required written notice to the University where no hazing is committed; or of an initiation rite without the presence of the authorized University representatives where no hazing is committed.

8.5 Sixty-day suspension from the University of all officers of a fraternity, sorority or organization found guilty of starting action that will provoke violence, where actual violence has not been actually committed or inflicted yet or has not actually erupted yet.

- 8.6 Thirty-day suspension from the University for an erring student for operating (i.e. holding meetings, recruitment, placing notices or ads on the bulletin board or any portion of the campus, etc.) a fraternity, sorority or organization not expressly recognized and registered in a particular school year; or any act or activity committed by any officer or member in violation of any of the rules and regulations herein not particularly covered in the foregoing provisions for sanctions.
- 8.7 If any act mentioned in the paragraphs 8.5 and 8.6 is committed the second time, the penalty imposed is exclusion from the University.
- 8.8 Suspension of recognition of the guilty fraternity, sorority, or organization for one (1) year for the first offense of any of the acts mentioned herein committed by any member, officer, former officer or alumni; and a permanent ban for the next offense. Suspension also includes, among others, the suspension of the privileges to operate and conduct any business in the campus involving any University student and to use the bulletin boards and place notices or ads inside the campus by the suspended group or its officers or members.
- 8.9 Suspension of the guilty student mentioned in paragraphs 8.5 and 8.6 herein also includes his/her placement under probationary status subject to good discipline or behavior during the remaining terms of his/her studies; a violation of which shall necessitate the imposition of more serious sanctions, like exclusion.
- 8.10 Such other sanctions as may be allowed by law, without prejudice to subjecting the erring student to other disciplinary sanctions for any other act or acts that may violate any of the provisions of the Student Manual.

C. POLICY ON GENDER SENSITIVITY

1. **PURPOSE AND RULES.** This policy aims to ensure gender sensitivity within the University. This policy involves the following rules:
 - 1.1 Both female and male students are given equal access to education, scholarships, and trainings. Women can enroll in non-traditional skills training in vocational and tertiary schools.
 - 1.2 Discrimination of female students who became pregnant out of wedlock shall be avoided. The University shall not turn out or refuse admission to a female student solely on account of her having contracted pregnancy outside of marriage during her term in the University.
 - 1.3 Gender-sensitive language shall be used all the time.
 - 1.4 Female students have the freedom to participate in competitive and non-competitive sports as means to achieve excellence and to promote physical and social well-being.
 - 1.5 Athletic and working scholarships are equally afforded to both female and male students. There shall be pro-rata representation of women in those scholarship programs based on the percentage of women in the whole student population.
 - 1.6 Gender sensitive and responsive health services are afforded to both female and male students and employees.
 - 1.7 Gender sensitive University facilities are provided.
 - 1.8 Gender sensitive trainings and seminars are conducted regularly.

D. OTHER EXISTING RULES AND REGULATIONS

With respect to the Colleges of Nursing, Midwifery, Law, Marine Engineering, Marine Transportation, and Graduate School that have separate and existing student manuals due to peculiar circumstances of their curriculum and structure, the provisions in their student manuals are hereby declared as still valid, existing, effective, and supplementary in character, insofar as they are not in conflict with or inconsistent to the provision of this Student Manual.

All existing rules and regulations presently adopted and implemented by the University CSU shall continue to be in full force and effect, unless they are in conflict with or inconsistent to the provisions of this Student Manual.

E. CONCLUSION

The University predicates the promulgation of this Student Manual on the fact that when a student enrolls in this institution of learning, he/she does so at his/her own volition, with the consent and guidance of his/her parents, guardians, supporters, or benefactors.

Once the student affixes his/her own customary signature to his/her enrollment papers or forms, it is also clearly understood by both the student and the University that the student hereby expresses his/her willingness to abide by and follow the foregoing policies, rules, and regulations with the full consciousness that his/her behavior and deportment inside and outside the campus are subject to the disciplinary authority or high standards of the moral, educational, academic, and social objectives observed, maintained, and upheld by the University.

The end in view is to realize the University's objectives of developing an authentic person who shall be casted into the moving stream of society as a responsible, disciplined, and productive citizen.

PROGRAM OFFERINGS

Doctor of Education (Ed. D.) major in :

Educational Leadership and Management
Institutional Planning

Master of Business Administration – Generic Offering (thesal and non-thesal programs)

Master of Business Administration – Non-thesal Program
major in:

Financial Management
Hotel and Restaurant Management
Human Resource Management and
Development

Master of Science in Elementary Management (MSEM)

Master of Science in Criminal Justice with Specialization in Criminology

Master of Arts in Nursing (MAN) major in:

Community Health Nursing
Maternal and Child Nursing
Medical – Surgical Nursing
Nursing Administration
Psychiatric Nursing

Master of Science in Teaching (MST) major in:

Computer Science
Educational Technology
English Language and Literature
Filipino
Makabayan
Marine and Nautical Sciences
Mathematics
Science

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ACKNOWLEDGEMENT

This is to acknowledge that I have read the contents of this manual. As a student of the University of Cebu, I shall strive to act in a manner that reinforces the values of this institution and I further promise to abide by and comply with the University of Cebu's guiding principles as well as its policies, rules and regulations.

STUDENT'S PRINTED NAME

STUDENT'S FULL SIGNATURE

SCHOOL YEAR

COURSE

YEAR
