

DE LA SALLE UNIVERSITY-MANILA VISION AND MISSION STATEMENT

Vision

De La Salle University-Manila is an internationally recognized Catholic university established by the Brothers of the Christian Schools in 1911. Inspired by the charism of St. John the Baptist de la Salle, the University harmonizes faith and life with contemporary knowledge to nurture a community of distinguished and morally upright scholars who generate and propagate new knowledge for human development and social transformation. As a resource of Church and Nation, the institution endeavors to form Lasallian Achievers for God and Country who will lead in building a just, peaceful, stable and progressive Filipino nation.

Mission

Guided by this Vision, the University will become a leading research university in Southeast Asia. With its corps of eminent faculty ably supported by visionary leaders and technology-enabled professional services, the institution will offer excellent multidisciplinary programs and build a community of learners and scholars who value the pursuit of new knowledge within the perspective of Christian ideals and values. In an academic environment permeated by excellence and scholarship, the institution will train leaders, competent professionals, scholars, researchers and entrepreneurs, who will participate actively in improving the quality of life in Philippine society.

IT STARTED WITH ONE MAN

De La Salle University-Manila, this proud institution of learning, scholastic activity, and community service, owes its existence to the faith and zeal of one man: John Baptist de La Salle.

Recognized as a visionary, De La Salle was actually a man who realized the wisdom of following God's will. He was installed as a Canon of Rheims, France at the age of 16 and ordained at the age of 27. Having been orphaned at an early age and being the eldest among his brothers and sisters, he was also expected to act as administrator of his parents' estate and as guardian of his younger siblings. However, he was drawn into the business of setting up and managing schools through his association with a distant relative named Adrien Nyel.

Nyel had established schools in nearby Rouen for poor children. As guardian and guarantor of the Christian Schools, De La Salle in 1680 took charge of Adrien Nyel's teachers and had them moved into his own home.

De La Salle eventually saw the need to form a stable group of religiously motivated teachers who will dedicate themselves to educating the poor in France. This was to become his lifelong mission. In 1680, he founded a congregation of teaching Brothers officially known as the Brothers of the Christian Schools. (In the Philippines, they are more popularly known as the La Salle Brothers.)

St. John Baptist de La Salle was, in more ways than one, a revolutionary. First, as a "traitor to his class," he left his affluent origins to blaze a trail leading to French poorhouses. Second, as a zealot, he changed the face of education with new methods of instruction. It comes as no surprise then, that La Salle schools in every country owe their existence to one revolution or another.

Had it not been for the French Revolution, the followers of John Baptist de La Salle would have been content to educate illiterate waifs only in France and nearby countries. But in 1789, when the French revolutionary government forced all members of the clergy to make pledges of loyalty, the Brothers joined those who did not wish to, and fled to Switzerland, Martinique, or Belgium.

Napoleon Bonaparte's rise to power some ten years later proved to be a boon to the Christian Brothers, as they were granted unique governmental status to fulfill the Emperor's idea of educational reforms. The Brothers then established the first comprehensive public school system in Europe.

In 1870 when anti-clerical revolutionaries rose to power following France's defeat to Germany, the Brothers pursued their overseas expansion—first in Ireland,

which became a rich source of novitiates, then across the United States, then to Singapore, Spain, West Malaya, India, Burma, Indo-China, Sri Lanka, and Hong Kong.

La Salle schools in the Philippines owe their existence to yet another revolution—the Philippine Revolution. The De La Salle institution was set up in these islands as a means of saving Catholicism from the anti-friar sentiments of the day brought about by the Filipinos’ successful lunge at freedom.

Archbishop Jeremiah James Harty, himself a product of the Christian Brothers, saw the need for a La Salle school in the Philippines to stem the tide of Protestantism carried by the Thomasites. Several years later, in 1911, nine brothers—five Frenchmen, three Irish, and one American—would form what would be the first community of La Salle in the Philippines. The school opened that same year on 652 Calle Nozaleda in Paco with only 100 students.

The growth of Lasallian education in the Philippines would mirror the pioneering spirit of the Founder and the La Salle Brothers who followed his footsteps. During the initial years of its existence, the school came to house virtually every young scion of the country’s elite. The school prepared the boys to handle the rigors and challenges of leadership, whether in government or private service. Pupils like the young Lorenzo Tañada (CS’17) would eventually prove that greatness lies not on amassing wealth, but on participating in the great struggles of history and an oppressed people.

In the 1920s, the school was transferred to Taft Avenue. During this period, a commission of American educators would name La Salle as the number one school in the Philippines after an eight-month cross-country inspection.

In the 1930s, La Salle intensified its pursuit of its mission of providing a holistic development program for its students. The boys excelled in intercollegiate sports like basketball, football, and track events. Math and debate wizards also proved to be music greats.

During the War Years in the 1940s, 16 La Salle Brothers were massacred on campus. That great tragedy and the utter devastation of the city of Manila would only strengthen the faith and resolve of the Brothers to continue their mission in the Philippines. By 1948, the School of Business and Administration would have its first post WWII graduation.

The 50s and 60s, which would be known as the Recovery Years, saw La Salle expanding its programs. The school was granted the charter to confer academic degrees in Accounting, Business Administration, Banking and Finance, and Economics in 1951.

Despite the political and social upheavals of the 70s, La Salle set its sight on the future, introducing changes in its system and curriculum. It was during this decade that La Salle turned co-educational and was granted a University charter. Working to establish a distinct Filipino identity, the school undertook the writing of texts emphasizing Filipino values. La Salle also opened its doors to ecumenism and even allowed the teaching of courses on Marxism.

In the 80s, the biggest change was the school's turning trimestral. By 1987, DLSU-Manila, along with DLS-Zobel School, DLS-Dasmariñas, DLS-Health Sciences Campus and the DLS-College of Saint Benilde established the DLSU System.

The 90s saw the growth of the DLSU System. DLSU-Manila, for its part, continued to pursue its mission towards becoming a leading research university in Southeast Asia. By the start of the new millennium, the Commission on Higher Education named 10 of its programs as Centers of Excellence, and chose it as a Zonal Research Center to spearhead research projects by and for academic institutions in the National Capital Region.

In 2002, DLSU-Manila became the first university in the country to attain Level IV accreditation from the Philippine Accrediting Association of Schools, Colleges and Universities. This is proof that the institution has distinguished itself in a broad area of academic discipline and enjoys the prestige and authority comparable to those of international universities.

As it looks forward to the centennial of the Lasallian education in the Philippines in 2011, the University endeavors to form Lasallian Achievers for God and Country who will lead in building a just, peaceful, stable, and progressive Filipino nation.

DLSU-MANILA GRADUATE STUDIES: A HISTORICAL PERSPECTIVE

De La Salle University-Manila was authorized to confer the degree of Master of Science in Education in 1930. In the late '40s and '50s, the Brothers focused on rebuilding the country through expansion and enrichment of the undergraduate commerce curriculum. Undergraduate programs were started in the Engineering in 1947, Arts in 1953, and Education in 1959.

The Graduate School of Education, Arts, and Science (GSEAS) was established in 1963 to respond to the need for updating secondary education in the country, through teacher training and faculty development. The Graduate School of Business (GSB), which was established three years earlier, offered a master's degree in Business Administration (MBA).

In 1971, GSEAS opened the Master of Science in Guidance and Counseling program, specifically designed for full-time Asian students of different ecumenical backgrounds. Thereafter, GSEAS began to focus on tertiary education, and in 1976 it implemented a program for science teachers in the collegiate level.

In 1980, the opening of Master of Science in Biology, Master of Science in Chemistry, and Master of Science in Physics bolstered graduate offerings in the sciences. That same year, GSEAS offered the first Ph.D. program in Counseling Psychology in the country, and a Ph.D. program in Science Education. To complement the research focus of the Ph.D. programs, GSEAS in 1984 began a Doctor of Arts (DA) in Language and Literature, a program designed to meet the needs of college teachers who preferred a career in research-based college teaching to pure research.

The GSB started a doctoral program in Business Administration (DBA) in 1981, with specialization in business management and public management. Recognizing the need to develop leaders in the management of education, GSEAS and GSB worked together in designing a curriculum for a doctoral program in Educational Management, which was implemented in 1982.

From 1983 to 1987, GSEAS saw the relevance of offering master's programs in Mathematics, Computer Science, Psychology, Educational Management, Engineering Education, Language Education, Philosophy, Religious Education and Social Sciences, and a Ph.D. program in Biology, and Doctoral programs in Educational Management, Language and Literature, and Science Education.

In SY 1990-91, in line with the move towards the integration of the undergraduate and graduate faculty in the university, the GSEAS was devolved to the different

colleges, and relevant graduate programs were placed under the College of Computer Studies, Education, Engineering, Liberal Arts, and Science.

Since then, more graduate programs have been opened. These include Ph.D. in Philosophy (1992); Master of Health in Social Science (1993); Ph.D. in Chemistry, Ph.D. in Mathematics, Ph.D. in Development Studies, and Ph.D. in Applied Linguistics in 1994; Master of Fine Arts in Creative Writing, Ph.D. in Physics, and Ph.D. in Literature in 1995; and Master of Arts in History (1996).

To address the country's need to upgrade teachers' mastery and competencies particularly in mathematics and English, the University implemented the Summer Institute of Graduate Studies (SIGS) program in 1995. SIGS programs allow teachers to earn a non-thesis master's degree over a period of four consecutive summers. Additional major courses, integrating seminars, a project paper and/or a comprehensive examination are required in lieu of the thesis.

In July 1989, the graduate programs of the College of Education (CED), College of Liberal Arts (CLA), and College of Science (COS) were the first in the country to be formally accredited by the Philippine Accrediting Association of Schools, Colleges and Universities (PAASCU). This was followed with two PAASCU re-surveys (November 1992 and 1997) for a renewal of their accreditation status.

Since the 1997 PAASCU re-accreditation, CED, CLA and COS made necessary revisions in existing curricular programs and have developed new relevant graduate offerings. In 1999, CLA implemented three ladderized programs, namely: 1) Diploma in Philosophy–Master in Philosophical Research–Doctor of Philosophy in Contemporary Philosophy; 2) Diploma in History–Master of Arts in History–Doctor of Philosophy in History; and 3) Diploma in Filipino–Master of Arts in Filipino–Doctor of Philosophy in Filipino; and a regular Master of Arts in International Studies with major in European or Japanese Studies.

In 1998, COS opened a Master of Science program in Environmental Science. In 2002, CED implemented a Master of Arts in Education program major in Early Childhood Education or Educational Technology; and Doctor of Philosophy major in Applied Linguistics; Master of Arts in Education in Religious and Values Education (specialization: Formative Counseling or Spiritual Direction); and a Diploma, Master's and Doctor of Philosophy degrees in Applied Theology in 2002.

The Graduate Programs in Education, Liberal Arts, and Science were re-accredited by PAASCU in 2004. The re-accredited status means the programs have met the criteria set by the Federation of Accrediting Agencies of the Philippines.

SECTION 1. GENERAL DIRECTIVES

- 1.1 All graduate students enrolled in De La Salle University-Manila (DLSU-Manila) are required to comply with the provisions of the Graduate Student Handbook. They should familiarize themselves with its contents. Ignorance of any provision of the Handbook does not excuse any student from being sanctioned for non-compliance.
- 1.2 All students should respect Catholic practices in campus such as praying the Angelus and praying before and after class.
- 1.3 The University recognizes the hazards of smoking to health and declares the University premises a "cigarette and tobacco-free area."
- 1.4 Students should be polite and courteous towards all persons within the University premises.
- 1.5 All students should present themselves for each class prepared.
- 1.6 Upon admission, students are issued original identification cards (ID) with computer-registered student numbers. Students should always have their ID in their person to be presented to authorities if requested. The ID is valid as long as the student is enrolled in the University and may not be confiscated.
- 1.7 The loss of an ID should be immediately reported to the Discipline Office (DO). Students who lose their ID for the third time should present an affidavit of loss when applying for a new one. Without the affidavit, they will not be issued a new ID.
- 1.8 Students are liable for false information in their ID, registration forms and other school documents. Students who have transferred residence or have changed their civil status should inform the Office of the University Registrar (OUR) in writing of the change. Any written communication sent to the last recorded address of the students or through their official DLSU e-mail accounts should be considered delivered even if returned.
- 1.9 Students are regarded as responsible individuals by the University from the time they are admitted. Consequently, it is the duty of students to keep themselves updated on their academic standing, the status of their attendance including the consequences of their failures and absences. Notices regarding these matters are sent by the University only by way of courtesy and do not relieve the students of their obligation. Ignorance on

the part of the students of their academic standing may not be imputed to the University.

- 1.10 The University follows orders of the Commission on Higher Education (CHED) for class suspensions in cases such as typhoons, strikes, etc. Students are advised to tune in to radio and TV stations for official CHED announcements. If Typhoon Signal No. 1 is sounded, the following shall go into effect:
 - 1.10.1 Graduate classes continue, unless an announcement is made by the President/Executive Vice President.
 - 1.10.2 All personnel (administrators, faculty, staff) are to continue their regular schedules unless the President/Executive Vice President decides to close the campus, in which case, evening classes are automatically called-off.
 - 1.10.3 If Typhoon Signal No. 2 is up before the beginning of classes in the morning, students (graduate and undergraduate) should come to class unless told not to by the radio or television announcements.
 - 1.10.4 If Typhoon Signal No. 3 or 4 is sounded, the campus shall be closed. All activities are suspended.
 - 1.10.5 Generally, the suspension of classes is announced by the Office of the University Registrar through the following:
 - 1.10.5.1 Radio stations - DZRH (666 AM), DZMM (630 AM), DWXL (558 AM), DWKC (93.9 FM), DWNU (107.5 FM), DWLS (97.1 FM), DWRX (93.1FM), DWKX (103.5 FM), DWLL (94.7 FM), DWRT (99.5 FM). It is important to note that the school has no control over the time when the radio stations will make the actual announcement, or whether the announcement is actually aired.
 - 1.10.5.2 DLSU WiSe. Send "dlsu announce" (without the quotation marks) to 211 (Smart) or 2333 (Globe).

- 1.10.5.3 DLSU webpage. The website <http://www.dlsu.edu.ph> is automatically updated if there is an announcement.
 - 1.10.5.4 DLSU Trunkline. A recording of the announcement is automatically made to DLSU's trunkline (Tel. no. 524-4611).
 - 1.10.5.5 Postings are made at the South, North and Engineering Gates.
 - 1.10.5.6 Public Address System (except when suspension is made before 7 am).
 - 1.10.5.7 Offices such as the DO and the Student Council (except when suspension is made before 7 am).
- 1.11 For campus security reasons, all students should be out of campus by 10:00 p.m. unless authorized by a permit from the Office of the Assistant Vice President for Campus Development.
 - 1.12 Students who wish to enter the campus without an ID must proceed to the South Gate Information Desk and inform the attending officer. The DO shall verify the students' enrollment and identity. The students will then be given passes to serve as their IDs for the day upon the approval of the DO.
 - 1.13 The University acknowledges the right of the students to equal access to available campus space. Benches and tables in campus meant for students shall be accessible to all who wish to use them on a principle of right by physical presence. It is understood that students will occupy only the space they need. No permanent "reservation right" is acknowledged by the University.

SECTION 2. STUDENT CLASSIFICATION

- 2.1 Students admitted to the University are classified as follows:
 - 2.1.1 Regular – when the student has met all the admission requirements of the program;

- 2.1.2 Probationary – when the student needs to fulfill certain requirements or pre-requisites of the program, as indicated in the Notice of Graduate Studies Admission;
- 2.1.3 Conditional – when the student lacks certain documents, as indicated in the Notice of Graduate Studies Admission. Non-fulfillment of the conditions within thirty (30) working days from admission shall result in automatic cancellation of enrollment without any refund.

SECTION 3. COMMUNICATIONS

- 3.1 All official business with any office, unit, or department of the University, or with any administrative personnel, should be transacted in writing following the standard business letter form or through the use of the official De La Salle University-Manila (DLSU-Manila) email account provided to enrolled students. Oral arrangements or agreements are not considered valid.
- 3.2 All letters, requests, etc. should be deposited at the Mailing Office found at the La Salle (LS) Building South Wing for routing, or sent directly to the person addressed. Communications from students are preferably typewritten.
- 3.3 All communications should be signed with the student's name, graduate program, and ID number.
- 3.4 Students should check the bulletin boards of their respective departments and their official DLSU email accounts for announcements and other communications.
- 3.5 Any person who transacts business with the Office of the University Registrar (OUR), Accounting Office, Discipline Office (DO), Office of Student Activities (OSAc), and Dean's Office for and in behalf of a student should present a duly notarized letter of authority.

SECTION 4. SOCIAL NORMS

Each student of the University is expected to act as a mature Christian at all times, whether on or off campus, showing respect for proper authority, for the rights of fellow students, and for the good name of the University. To ensure an atmosphere conducive to the formation of Filipino Christian men and women, and

to maintain an order necessary for the common good, students are expected to adhere to the following norms:

- 4.1 Students are given the liberty to come to school dressed according to their individual tastes but they are urged to adhere to the conventions of professional grooming and are enjoined against using attires considered offensive to the sensibility of other members of the academic community.
- 4.2 In dealing with all the members of the University community, students are expected to observe the usual norms of politeness, etiquette and courtesy. Faculty members, administrators, or staff members may call the attention of students who display unbecoming behavior in campus or during officially sanctioned University activities outside campus.
- 4.3 Students should follow the usual classroom policies and procedures as well as those pre-set by the teacher provided these are communicated and accepted beforehand by the students. Any student who violates usual classroom policies and procedures, as well as those pre-set by the teacher may be asked to report to the Discipline Office (DO) and may not be admitted back to class without a re-admission letter from the DO. The student shall be marked "absent" for every session missed from the date he or she is sent out up to the time of re-admission. This offense will be considered a minor offense.

Disregarding classroom policies if committed three (3) times may render the student liable to be asked by the University to discontinue attending classes and given a grade of 0.0 for the particular course.

- 4.4 Boisterous conduct, whistling, running or any action by students which tends to distract other students from ongoing activities in class is to be avoided.
- 4.5 Cellular phones and other electronic communication devices should be turned off or placed in silent mode during class.
- 4.6 The blackboard and chalk are to be used only for instructional and official announcements from school authorities. Feet should be kept off furniture and walls, and equipment should be handled with reasonable care and properly stored after use. Smoking, eating, drinking and playing cards in classrooms are prohibited.

- 4.7 It is expected that respect and deference be shown to all visitors on campus. The usual norms of etiquette, as well as posted directions, should be carefully observed in classrooms, in the library, in the canteens, in dealing with administrative and office personnel, with members of the faculty, co-academic personnel, coeds and security guards.
- 4.8 It is considered unethical for any student to make any unfavorable remark towards another, including sexist remarks. Areas exclusively used by men or women which are marked accordingly (ladies' and men's rooms) are off limits to the opposite sex.
- 4.9 Healthy interaction with members of the opposite sex is encouraged by the University. However, acts or gestures which tend to offend other members of the community, including public display of physical intimacy, are not tolerated.
- 4.10 The University encourages students to use campus facilities for meetings and for social, cultural and recreational activities related to their graduate studies, but reserves the right to deny the use of such facilities to those who do not abide by University regulations on the use of such facilities.
- 4.11 Students who invite guests from outside the campus (e.g., lecturers, speakers and seminar participants) are requested to submit a visitors list to the Office of the AVP for Campus Development, indicating the name of the campus visitors, the purpose of their visit, and the expected time of their arrival. This will be forwarded to the security-on-detail for proper information. Guests should be accorded the proper courtesy due their position or rank at all times.
- 4.12 Any report of a student exhibiting unbecoming behavior automatically brings about an inquiry by the Director of Discipline. Such action may render a student liable to be discharged from the University, upon investigation by the University Discipline Board.
- 4.13 Any student suspected to be a threat or danger to himself or herself and to others due to psychological reasons should be referred to the Director of the Center for Counseling and Development (CCD). The Director in turn shall convene a committee whose members are appointed by the Vice Dean of the College to which the student belongs. The Committee shall evaluate and recommend measures to the Vice Dean concerned on how the student can be helped. The Vice Dean, upon relevant consultation, may make a decision on whether to allow the student to enroll or to go on leave. This decision is final and executory.

- 4.14 Students may not participate in any outside activity, contest, play, band, orchestra, choir, conference, association, society, or group as representatives of the University or any of its recognized student organizations, without written authorization by the Dean of Student Affairs. Participation in activities as individuals and not as representatives of the University is, of course, not contemplated in this reservation.
- 4.15 Students may release to the press or similar channels of public communication notices of University or student activities, only after securing clearance from the Marketing Communications Office (MCO) through the Dean of Student Affairs.
- 4.16 Hazing and initiation activities that clearly inflict bodily or psychological harm or demean the dignity of the individual are not allowed. Such act constitutes a major offense and is subject to the disciplinary sanctions listed in this Handbook. 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 punitive sanctions, will engage in such activities, either actively or passively.
- 4.17 Guidelines on Academic Honesty
Preparations of Papers and Other Works: Plagiarism

All works submitted such as homework, assignments, papers, examinations and the like are expected to be the student's own work. Students should always take great care to distinguish their own ideas and knowledge from information derived from sources. The term "sources" includes not only published primary and secondary material, but also information and opinions gained directly from other people. The responsibility for learning the proper forms of citations lies with the individual student. Quotations must be properly placed within quotation marks and must be completely acknowledged. Whenever ideas or facts are derived from a student's reading or research, the sources must be indicated.

Students who reiterate or draw on ideas or facts used in another paper that they are writing, or have written, must cite that other paper as a source.

A computer program written to satisfy a course requirement is like an academic paper expected to be the original work of the student submitting it. Copying a program from another student or any other source is a form of academic dishonesty, as is deriving a program substantially from the work of another.

Students' papers and other works are expected to be submitted to only one course. If the same or similar work is to be submitted to more than one course, the written permission of all instructors involved must be obtained. (Adopted from the Harvard University Handbook through the INTERNET)

- 4.18 The University recognizes the value of being genuinely concerned for the environment. All members of the University are encouraged to observe practices which put this value into action.

SECTION 5. CREDIT, GRADING AND RETENTION

- 5.1 Each program has a prescribed minimum number of academic units. The curriculum for the master's degree usually has a minimum total of thirty-six (36) units. The total number of required units for the doctoral programs varies, with the minimum being thirty (30) units.
- 5.2 In general, credit for a course is determined by the number and length of class meetings per week per trimester. Thus, a class meeting for three hours a week for one trimester gives three hours of credit. Some classes designated as laboratory require two or three hours to equal one trimester hour of credit.
- 5.3 Prompt and regular attendance in all class sessions is required throughout the term. The following are the rules on student attendance:
- 5.3.1 Students render themselves ineligible for a passing grade in a given subject for the trimester if they are absent from class for more than two and a half (2.5) times the number of class meetings in a week, such as: more than two and a half (2.5) times in a class meeting once a week; more than five (5) times for a class meeting twice a week.
- 5.3.2 A student is considered late or tardy and receives a half-absence if he or she arrives in class during the first third fraction of the scheduled class time but not to exceed thirty (30) minutes. A student is considered absent from class if he or she is not present within the first third fraction of the scheduled class time but not to exceed thirty minutes. Thus, a student is considered absent if he or she arrives after:

20 minutes, for a 60-minute class;
30 minutes, for a 90 to 180 minute class (laboratory or lecture)

- 5.4 Members of the faculty are expected to begin their classes promptly. However, unavoidable circumstances may cause them to be late for class. In such cases, the following guidelines are to be observed:

For 60-minute classes, students should not leave until after 20 minutes; for 90 to 180-minute classes, students should wait for 30 minutes. Students may be marked absent by a professor if they leave their classes earlier than the prescribed time.

- 5.5 The Dean of the college in which the student is enrolled has the final power to adjudicate all problems arising due to absences from regularly scheduled classes in the college.
- 5.6 The University adopts the grading system below for its graduate programs:

Grade Point		Description
	Masters programs	Doctoral programs
4.0	Excellent	Excellent
3.5	Superior	Superior
3.0	Very Good	Very Good
2.5	Good	Good
2.0	Satisfactory	No Credit
1.5	No Credit	No Credit
1.0	No Credit	No Credit
0.0	Failed	Failed
7.0	Passed (for Pass/Fail courses)	Passed (for Pass/Fail courses)
8.0	Failed (for Pass/Fail courses)	Failed (for Pass/Fail courses)
9.9	Incomplete/Deferred	Incomplete/Deferred
A	Audit	Audit
W	Withdrawn	Withdrawn

- 5.6.1 For the masters programs, courses for which grades below 2.0 were obtained should be repeated. For the doctoral programs, courses for which grades below 2.5 were obtained should be repeated.
- 5.6.2 A grade of "Incomplete" or "Deferred" becomes a "W" after one (1) term for courses taken beginning SY 2004-05. For courses taken earlier, a grade of "Incomplete" or "Deferred" becomes a "0.0" after one (1) year.
- 5.6.3 A grade of "Incomplete" or "Deferred" may not be converted to "4.0" upon completion.

- 5.7 The trimestral Grade Point Average (GPA) refers to the weighted average of grades in all academic courses taken in a given trimester, whereas the cumulative GPA refers to the weighted average of grades in all academic courses from the first term in which the student was enrolled up to the trimester just finished.
- 5.8 Only grades in courses taken at De La Salle University-Manila (DLSU-Manila) shall be included in the computation of the cumulative GPA. Any and all grades obtained in academic courses are included in the computation of the trimestral and cumulative GPA for as long as such grades have been obtained at DLSU-Manila, regardless of the program under which they were obtained and whether they were credited to the current program or not.
- 5.9 The GPA may be obtained through the following procedure:
- 5.9.1 Multiply the credit for each course by the corresponding grade points merited in each course to get the honor points. Units corresponding to undergraduate pre-requisite/refresher courses, Pass/Fail courses, and audit courses are not included in the computation.
 - 5.9.2 Add all the honor points to get the total; and
 - 5.9.3 Divide the total honor points by the total number of credit units during the trimester. Indices are computed to four decimal places rounded off to three.
- 5.10 Credit and grading for transferees are governed by the following terms and conditions:
- 5.10.1 Evaluation of transfer of credits is subject to the approval of the Vice Dean and the University Registrar, upon the recommendation of the Chair/Graduate Program Coordinator at the academic department.
 - 5.10.2 A maximum of one-third ($1/3$) of the total number of academic units (excluding thesis/dissertation) required for the degree at DLSU-Manila may be accepted as transfer units.
 - 5.10.3 Courses taken from another school should be credited on the first term of studies at DLSU-Manila. No other course taken from another school may be credited subsequent to this, unless

covered by the issuance of a cross-enrollment permit from the Office of the University Registrar (OUR).

- 5.10.4 Courses counted to earn a separate degree, whether at DLSU-Manila or in another school, are not eligible for crediting.
- 5.11 Course cards containing the final grades may be obtained from the faculty during the Course Card Distribution Day at the specified room and schedule. Alternatively, students may check their MyLaSalle (MLS) account for their final grades.
- 5.12 Students who wish to petition for a change in a trimestral grade should ask the faculty member(s) concerned to fill out the necessary forms and comply with the procedures for change of grade. Applications for change of grade by faculty members (using the appropriate form for change of grade) will be entertained only if such completed forms are received at the OUR within two (2) weeks from the deadline for submission of the trimestral final grades. After this deadline, no petition for change of grades shall be honored and the original shall be retained.
- 5.13 The following are the rules governing program residency:
 - 5.13.1 Program residency refers to maximum number of years a student has to complete his program. Program residency is reckoned from the date of admission to DLSU-Manila.
 - 5.13.2 A student in the master's program is given a maximum of eight (8) years to complete his program. A student in the doctoral program is given a maximum of ten (10) years to complete his program.
 - 5.13.3 A student who goes beyond the maximum program residency will be required to take one (1) penalty course for every year of extension, for a maximum period of three (3) years and five (5) years for masters and doctoral programs, respectively.
 - 5.13.4 Responsibility for evaluation of eligibility still lies with the student. Ineligibility or suspension does not depend on prior notice by DLSU-Manila.
 - 5.13.5 Pre-enrollment of students who have become ineligible in the program and at DLSU-Manila will be invalidated automatically.

- 5.13.6 A student who has exceeded the program residency will have to secure permission from the Vice Dean to continue enrollment in the University.
- 5.14 Based on the results of the admission examination, a student may be required to take Advanced Technical Reading and Writing — ENG501M (3 units) and ENG502M (3 units) as pre-requisite courses to the program, subject to the following:
 - 5.14.1 A student unable to meet the cut-off for the qualifying exam is required to enroll ENG501M (3 units) not later than the second term of enrollment and ENG502M (3 units) not later than the third term of enrollment.
 - 5.14.2 The course ENG501M is a pre-requisite to ENG502M. As such, these courses may not be taken simultaneously. Moreover, a student may enroll in ENG502M only after earning credit for ENG501M.
 - 5.14.3 A student required to undergo Advanced Technical Reading and Writing may be allowed to proceed to other courses in the program only after earning credits for ENG501M and ENG502M. However, other courses may be enrolled simultaneously with ENG501M or ENG502M.
 - 5.14.4 The courses ENG501M and ENG502M cannot be waived as a requirement for the completion of the program.
 - 5.14.4 A student not required to undergo Advanced Technical Reading and Writing may opt to enroll the same for audit purposes.
 - 5.14.5 A student who obtains a grade of 3.0 or higher in ENG501M need not enroll ENG502M.
- 5.15 A student who incurs two (2) grades of “0.0” is rendered ineligible for reenrollment in the program. A student rendered ineligible in a program may shift to another program.
- 5.16 A student may shift to another program, subject to the following guidelines:
 - 5.16.1 Shifting is transferring from one program to another in the same level. Thus, a student in a diploma/certificate program may not

shift to a master's program. In this case, the student needs to undergo the usual admission process for entry into the master's program;

- 5.16.2 A student may shift a maximum of two (2) times for the duration of his stay at DLSU-Manila;
- 5.16.3 Students may apply to shift to the same program, in cases when both an old and a new curriculum exist. These cases do not count against the maximum number of allowable shifting;
- 5.16.4 A student may apply for shifting through the Application for Shifting (Form No. E- 04C) available at the OUR, subject to an application fee;
- 5.16.5 An application for shifting, if and when approved, is effective the succeeding term. Results of shifting applications are released before the pre-enrollment period to allow students to enroll in courses under the new program.

SECTION 6. ENROLMENT

- 6.1 A full-time student may enroll for a maximum of twelve (12) units during the trimester. A part-time student, on the other hand, may enroll for a maximum of nine (9) units during the trimester. Students may take an overload upon the approval of the Vice Dean and the University Registrar.
- 6.2 Regular graduate classes have the following standard schedules:
 - Week nights - 1800 to 2115 (meeting once a week)
 - 1800 to 1930 (meeting twice a week)
 - Saturdays - 0800 to 1115
 - 1200 to 1515
 - 1530 to 1845
- 6.3 Only courses to be counted towards earning the degree in the current program may be enrolled for credit. Students who wish to enroll in courses outside the curriculum for additional knowledge and the like must do so without credit (audit).

- 6.4 A student who cannot enroll in any regular/special class must enroll for residency via the MyLaSalle (MLS) portal within the first two (2) weeks from the start of the term. The student on residency is considered a bonafide student for the term and may avail of University services (campus entry, insurance, internet access, medical/dental) and does not need to apply for re-admission upon return. However, a student who is not enrolled in residency or in any regular or special class needs to apply for returnee status before re-enrollment, subject to an assessment of a returnee fee.
- 6.5 A student with two "Incomplete" (INC) grades at the time of enrollment will not be allowed to enroll.
- 6.6 The University adopts an on-line pre-enrollment system, where old students enroll for the succeeding term before the end of the current term through the MLS [<http://my.dlsu.edu.ph>] portal. The procedures for enrollment are as follows:

6.6.1 Re/Activation of MLS account

Students who have paid their tuition fee for the current term within the deadline of payment need not reactivate their accounts.

Re/activation of accounts is done through http://my.dlsu.edu.ph/create_account.asp. The system will require the Official Receipt number relating to the tuition fee payment for the current term. Students who lost their Official Receipt need to re/activate their accounts manually at the HelpDesk of the Information Technology Center (ITC) at the Gokongwei Building, room G305.

Students who are under scholarship from the University (SFA, faculty development, staff development, etc.) need to check if their student accounts are still active.

Graduate students enrolled in any course or in residency in the current term may enroll their courses for the following term on-line.

6.6.2 Academic Advising

Students should check the courses (and their respective course codes) offered for the following term. These are available through

the MLS account and posted at the bulletin boards of the Office of the University Registrar (OUR), the Office of the Vice Dean, and the academic departments.

Students may discuss the courses they intend to enroll in, including alternative courses, with the Graduate Program Coordinator of their academic department.

Only regular courses and residency may be enrolled on-line. Thesis/Dissertation Writing and Defense and special classes have to be enrolled manually at the OUR (Windows 8, 9 or 10) up to Week 2 of the term. Comprehensive Exam may be enrolled manually at the OUR up to Week 7 of the term.

Course codes and other course details (such as schedule, room, etc.) must be copied carefully.

6.6.3 On-Line Enrollment

The schedule for on-line enrollment is announced by the OUR two (2) weeks before the actual enrollment schedule.

On the scheduled date of enrollment, students must proceed to an Internet-enabled computer and log-in to their MLS account (using their graduate studies student account) from 0800 to 1900 (Mondays to Fridays) and from 0800 to 1200 (Saturdays).

Students should click on the link "Enroll Courses" found at the left-hand side of the page under the category "Registrar's Office" and follow the detailed procedure for adding/dropping of courses. The confirmation page may be printed for reference.

6.6.4 Claiming of Enrollment Assessment Form

The Enrollment Assessment Form (EAF) will be ready for pick up at the Office of the Vice Dean on the schedule provided in the postings.

6.6.5 Adjustment

Revisions in the selection of courses may be made during adjustment day held before the start of the term.

6.6.6 Payment at the Accounting Office

Students should proceed to the Accounting Office with their original or revised EAF for payment of the assessed amount. Payments made when the term has started will be assessed a surcharge.

All payments should be made at the Accounting Office. Non-payment means removal from the list of students officially enrolled.

All branches of the United Coconut Planters Bank (UCPB) and iBank are authorized to accept payments for and in behalf of DLSU-Manila. Forms are available at the Accounting Office or may be downloaded from <http://www.dlsu.edu.ph/offices/accounting/payments>.

6.7 The following should undergo manual enrollment during adjustment day:

6.7.1 Returnee students - those who are not enrolled in any course or in residency during the current term;

6.7.2 Late enrollees - those who did not enroll on-line;

6.7.3 Students with changes in courses/sections. All requests for changes in courses, sections, etc., should be made during the adjustment day; and

6.7.4 Students enrolling in audit classes.

6.8 No enrollment in regular courses will be entertained once the term has started. Only the following special enrollment will be allowed, subject to the corresponding deadlines:

6.8.1 Special classes (courses which are not offered as regular courses) – up to the end of Week 2 of the term. A dissolved class may also be converted to a special class.

6.8.2 Residency – up to the end of Week 2 of the term; done on-line;

6.8.3 Practicum and Thesis/Dissertation Writing – up to the end of Week 2 of the term;

- 6.8.4 Practicum and Thesis/Dissertation Proposal/Final Defense – up to the end of Week 7 of the term; and
- 6.8.5 Written/Oral Comprehensive Examination – from Weeks 7 to 11 only.
- 6.9 Students should ensure that the list of courses and sections in their EAF as issued by the OUR is correct. They should also ensure that they are attending the correct courses and sections. Only students who are enrolled for credit or audit are allowed to attend classes.
- 6.10 Dropping/Withdrawal
 - 6.10.1 A course may be dropped only up to the end of Week 2 of the term. Dropping of courses is done via the MLS portal. Officially-dropped courses will not appear in the Transcript of Records. Refunds for dropped course(s) comply with the CHED-approved policies governing refunds, as follows:
 - 100% - before the term starts
 - 90% - until the end of Week 1
 - 80% - until the end of Week 2
 - 6.10.2 After the dropping period, a student has to apply for withdrawal if he/she wishes to discontinue attending a course. A “W” appears in the Transcript of Records. A student may withdraw from a course until the end of Week 7 of the term.
 - 6.10.3 Students who fail to drop are considered officially enrolled and are therefore covered by all the provisions applicable to enrolled students.
- 6.11 Students enrolled as audit are entitled to the following:
 - 6.11.1 Attend such classes only when they wish to, and incur any number of absences;
 - 6.11.2 Privilege not to take examinations; and
 - 6.11.3 Convert audit classes to regular classes with credit up to the end of Week 2 of the term, upon the approval of the academic department and the University Registrar.

- 6.12 A student may cross-enroll in another school only after securing the written permission of the Vice Dean and the University Registrar.

SECTION 7. FEES, SCHOLARSHIPS AND PAYMENTS

- 7.1 All payments should be transacted directly with the Accounting Office. Tuition and special fees are posted on the bulletin board of the Office of the University Registrar (OUR) and on the website prior to and during the enrollment period.
- 7.2 Students may opt to avail of the United Coconut Planters Bank (UCPB) or iBank branch payment facility when paying their tuition and fees. Copies of the guidelines and procedures are available at the Accounting Office and at <http://www.dlsu.edu.ph/offices/accounting/payments>.
- 7.3 The schedule of payments is printed on the Enrollment Assessment Form (EAF) of each student and posted on the bulletin board of the Accounting Office. Generally, the last day of payment without surcharge/penalty is the last working day before the start of the term.
- 7.4 A student who has not paid anything on the stipulated deadline will be considered not enrolled. As such, this will automatically result in the removal of the student's name from the official enrollment list. Students removed from the official enrollment list will also be charged an amount equal to 10% of their assessment, regardless of whether they actually attended classes or not.
- 7.5 A student may opt to pay on installment basis, subject to the following:
- 7.5.1 An installment fee will be charged to the student;
 - 7.5.2 Initial payment, computed as 50% of tuition and 100% of fees + installment fee and other charges;
 - 7.5.3 The balance is payable on or before the set deadline;
 - 7.5.4 Students paying on installment basis who fail to pay the balance on the stipulated deadline will be allowed to complete the remainder of the term. However, such students will not be allowed to enroll for the next trimester and their documents (Transcript of Records, Certifications, Transfer Credentials, etc.) will be withheld until the balance is paid;

- 7.5.5 A student who paid on installment basis and, eventually, discontinues attending classes will have to pay the balance of his/her tuition and fees.
- 7.6 Students who pay beyond the deadline, whether in full or by installment, are assessed late payment charges.
- 7.7 The responsibility of ensuring the check is good rests with the students. They should verify that their check has been honored by the bank and, in case it has been dishonored, should settle their account immediately by paying in cash. Failure to do so has the same effect as non-payment. As such, the student is automatically deleted from the official enrollment list.
- 7.8 A student who paid within the regular enrollment period and whose check was subsequently dishonored will incur a penalty. Additional charges will be imposed for delays in check replacement.
- 7.9 Claims for refund are made according to the following policy from the Commission on Higher Education:

When a student registers in a school, it is understood that he is enrolling for the entire school year for elementary and secondary courses, and for the entire semester for collegiate courses. A student who transfers or otherwise withdraws, in writing within two weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full for any length longer than one month, may be charged 10 percent of the total amount due for the term if he withdraws within the first week of classes, or 20 percent if within the second week of classes, regardless of whether or not he has actually attended classes. The student may be charged all the school fees in full if he withdraws anytime after the second week of classes.

Note: The equivalent number of days for refund applies during the summer term.

- 7.10 Students may apply for financial assistance and scholarships at the Scholarship and Financial Assistance (SFA) Office.
- 7.11 Students under external scholarships are advised to coordinate with the Accounting Office regarding payment of their tuition and fees.
- 7.12 All enrolled students are covered by a personal accident insurance, 24 hours a day, on and off campus, for injuries caused by accident. For

benefits and procedures for claiming, visit the 1911 Insurance Corp. at the St. John Hall, room JH-202.

SECTION 8. COMPREHENSIVE EXAMINATION

- 8.1 As a general rule, passing the Written Comprehensive Examinations (WCE) is a pre-requisite to thesis or dissertation writing. Students are allowed to take the WCE after they have passed all coursework of their program.
- 8.2 Generally, the WCE in the various programs are scheduled once each term, although some programs only schedule these annually. The WCE normally cover four (4) to five (5) areas of the major content and/or core subjects. As a general policy, a student must take all the examinations in the defined subject areas in one (1) testing period.
- 8.3 WCE, if and when scheduled for the term, are administered on the second half of the term. The guidelines for enrollment in comprehensive examinations are listed below:
 - 8.3.1 The enrollment for WCE is similar to that for a regular course. However, this is done manually at the Office of the University Registrar (OUR) from Week 7 to Week 11 of the term only.
 - 8.3.2 To enroll in WCE, the student must submit in quadruplicate the accomplished Application for Written Compre Examination (Form No. E-25). This is available at the academic department, the Office of the Vice Dean or at the Front Desk of the OUR. A copy may be downloaded from <http://www.dlsu.edu.ph/offices/registrar/pdf>.
 - 8.3.3 The accomplished form must be accompanied by a Certification of Academic Completion which can be secured from the Front Desk of the OUR.
- 8.4 The student is officially informed about the results of the WCE by the respective departments about three (3) weeks after the end of the last testing date.
- 8.5 Students who fail the WCE may apply for a re-test in the area(s) where they failed. Students who fail a second time must audit the courses for which they did not pass the WCE. After auditing, they may take the WCE for the third time. A student who fails a third time in any of the areas of the WCE is rendered ineligible to continue in the program.

- 8.6 Some programs may require a separate Oral Comprehensive Examination (OCE). The guidelines for enrollment in OCE are listed below:
- 8.6.1 The enrollment for OCE is similar to that for a regular course. However, this is done manually at the OUR from Week 7 to Week 11 of the term only.
 - 8.6.2 To enroll in OCE, the student must submit in quadruplicate the accomplished Application for Oral Comprehensive Examination (Form No. E-26). This is available at the academic department, the Office of the Vice Dean or at the Front Desk of the OUR. A copy may be downloaded from <http://www.dlsu.edu.ph/offices/registrar/pdf>.
 - 8.6.3 The accomplished form must be accompanied by a Certification of Academic Completion which can be secured from the Front Desk of the OUR.

SECTION 9. THESIS AND DISSERTATION

- 9.1 Upon completion of all coursework and other requirements of the program, a student may enroll in thesis or dissertation writing. The thesis or dissertation or the equivalent research work entails an in-depth study and an extensive investigation of a problem. It must show originality and should contribute to the existing field of knowledge, preferably in conformity with institutional goals, thrusts, and objectives, and should manifest the student's competence in research.
- 9.2 Enrollment in the graduate thesis or dissertation has the following stages:
- 9.2.1 Thesis/Dissertation Writing
 - 9.2.1.1 The thesis/dissertation writing course is enrolled similar to a regular course. However, this is done manually at the Office of the University Registrar (OUR) up to the end of Week 2 of the term only.
 - 9.2.1.2 To enroll in the thesis/dissertation writing course, the student must submit in quadruplicate the accomplished Enrollment of Thesis/Dissertation Writing (Form No. E-24). This is available at the academic department, the Office of the Vice Dean or at the Front Desk of the OUR. A copy may be downloaded from <http://www.dlsu.edu.ph/offices/registrar/pdf>.

9.2.1.3 The accomplished form must be accompanied by a Certification of Academic Completion which can be secured from the Front Desk of the OUR.

9.2.1.4 The thesis writing course for the master's program is six (6) units. Enrollment in the thesis course is valid for nine (9) consecutive terms.

9.2.1.5 The assessment for thesis writing course has three components: (1) Tuition; (2) Research Supervision; and (3) Miscellaneous, scheduled as follows:

9.2.1.6 For the doctoral program, the dissertation writing course is twelve (12) units and valid for fifteen (15) consecutive terms.

9.2.1.7 The assessment for dissertation writing course has three components: (1) Tuition; (2) Research Supervision; and (3) Miscellaneous, scheduled as follows:

Term*	Tuition	Research Supervision	Miscellaneous
Term 1	●		●
Term 2 to 9	Enrolled with zero (0) unit	●	●

**Term here does not refer to the trimester of the School Year, but the instance of enrollment of the student.*

9.2.1.8 A student who goes beyond the enrollment validity for thesis/dissertation shall be required to retake the thesis/dissertation cycle, that is, start from Term 1.

Term*	Tuition	Research Supervision	Miscellaneous
Term 1	●		●
Term 2 to 9	●		●
Term 3 to 15	Enrolled with zero (0) unit	●	●

**Term here does not refer to the trimester of the School Year, but the instance of enrollment of the student.*

9.2.2 Proposal Defense

- 9.2.2.1 Only if and when the adviser has recommended the defense of the thesis/dissertation should the student enroll for proposal defense. The enrollment is done manually at the OUR up to the end of Week 7 of the term only.
- 9.2.2.2 To apply for proposal defense of thesis/dissertation, the student must submit in quadruplicate the accomplished Application for Thesis/Dissertation Defense (Form No. E-22). This is available at the academic department, the Office of the Vice Dean or at the Front Desk of the OUR. A copy may also be downloaded from <http://www.dlsu.edu.ph/offices/registrar/pdf>.
- 9.2.2.3 A student needs to be enrolled in the thesis/dissertation writing course during the term to be allowed to apply for thesis/dissertation proposal defense.
- 9.2.2.4 Payment for thesis/dissertation defense may not be carried over to another trimester even if no defense transpired, except when the department is unable to convene a panel for the current term.
- 9.2.2.5 If revisions in the thesis/dissertation are required by the proposal defense panel, the revised version should be submitted to the members of the proposal defense panel, through the adviser, not later than the end of three (3) terms from the term of defense.
- 9.2.2.6 A student unable to submit the revised thesis/dissertation within the allotted period shall be deemed to have failed the proposal defense. As such, the student needs to repeat the entire thesis/dissertation cycle.

9.2.3 Final Defense

- 9.2.3.1 Only students who have successfully completed the Proposal Defense are qualified to apply for the Final Defense.

- 9.2.3.2 The conditions, policies and procedures in connection with Proposal Defense should also be followed when applying for the Final Defense.
- 9.2.3.3 A student may have the Proposal Defense and Final Defense within the same term, provided that the deadlines for application and submission of requirements are observed.
- 9.2.3.4 If revisions in the thesis/dissertation are required by the final defense panel, the revised version should be submitted to the members of the final defense panel, through the adviser, not later than the end of three (3) terms from the term of defense (six (6) terms for programs under the Colleges of Engineering, Science, and Computer Studies).
- 9.2.3.5 A student unable to submit the revised thesis/dissertation within the allotted period shall be deemed to have failed the final defense. As such, the student needs to repeat the entire thesis/dissertation cycle.

9.2.4 Submission of Requirements

Upon successful completion of the Final Defense and upon revision (if necessary) of the thesis/dissertation, the student needs to submit the following to the department secretary:

- 9.2.4.1 Four (4) compact discs (CDs) (of reputable brand) containing the version consistent with the approved graduate thesis/dissertation by the Final Defense panel (including annexes, tables, and the like) in non-editable Portable Document File (PDF) format, readable in a standard computer, with CD and transparent case labeled as follows:

Title of graduate thesis/dissertation
Program (e.g., PhD in Development Studies)
Name of student (Last name, first name, middle name)
Month and year of completion (e.g., July 2004)
Name of faculty adviser

- 9.2.4.2 Signed Approval Sheet
 - 9.2.4.3 Application to Graduate (Form S-01). A copy may be downloaded from <http://www.dlsu.edu.ph/offices/registrar/pdf>
 - 9.2.4.4 Photocopy of Official Receipt (payment of graduation and other fees).
- 9.3 The composition of the defense panel is determined after consultations among the Department Chair/Graduate Program Coordinator, faculty adviser and the student.
- 9.3.1 The panel for the master's level consists of a chair and two (2) members. For the doctoral level, the panel consists of a chair and four (4) members.
 - 9.3.2 As far as practicable, faculty members from schools other than De La Salle University-Manila (DLSU-Manila) and experts in the field should be invited to sit in the panel. The panel chair, however, must come from DLSU-Manila. Each member of the panel must be provided with a copy of the thesis/dissertation at least two (2) weeks before the defense date.
 - 9.3.3 The same members, or at least a majority of the proposal defense panel, shall compose the final defense panel.
 - 9.3.4 To officially convene the panel, at least two (2) of the three members at the master's level and four of the five at the doctoral level, should be present, provided the absentee member has submitted written comments. The mentor and the chair should be present at both proposal and final defenses.
- 9.4 In order to give recognition to outstanding research projects and upon the recommendation of the chair of the defense panel to the department, a student may be granted an award for outstanding thesis/dissertation, subject to the following criteria:
- 9.4.1 Significant contribution to the development or refinement of knowledge or improvement of practice;
 - 9.4.2 Originality and creativity;

- 9.4.3 Practicability in the discipline where it applies; the extent to which the study reflects and responds to practical problems;
- 9.4.4 Identification of a strong theoretical framework within which the problem is developed; and
- 9.4.5 Clarity and coherence of presentation and accuracy of language.

SECTION 10. GRADUATION

- 10.1 Students who have successfully completed the required number of units and all the courses required in their curricula are eligible to apply for graduation. In applying to graduate, the student needs to submit the requirements in Section 9.2.4 of this Handbook and undergo other procedures set by the Office of the University Registrar (OUR), such as toga measurement for students attending the Commencement Exercises. The OUR will post announcements regarding the procedures and deadlines for the application to graduate.
- 10.2 Students may not participate in any commencement activity unless all curricular requirements are completed and administrative sanctions, if any, are served.
- 10.3 Students in the diploma/certificate programs need to submit the Program Completion Form (Form No. S01A) at the end of their programs to receive their Transcript of Records and Certificate.
- 10.4 The official date of graduation or completion is the last day of the term when all the requirements of the program have been satisfied and submitted to the OUR.
- 10.5 A student who has excellent academic performance throughout the master's or doctoral program is awarded medals for academic excellence upon graduation, subject to the following criteria:
 - 10.5.1 Gold Medal for graduating "With High Distinction"
 - A Cumulative Grade Point Average (CGPA) of 3.80 or higher;
 - A minimum grade of 3.00 in all courses;
 - Must not have repeated any course;

- Must have passed all written comprehensive exams (WCE) or their equivalent on the first take
- Must have passed final thesis/dissertation defense with minor or no revision
- Must have moral and academic integrity (no derogatory record at the Discipline Office)
- Must have completed the program within the prescribed program residency period (for ID#104 onwards, must have completed the master's program in five (5) years or the doctoral program in seven (7) years)
- Must have taken two-thirds (2/3) of the total academic units at De La Salle University-Manila.

10.5.2 Silver Medal for graduating "With Distinction"

- A Cumulative Grade Point Average (CGPA) of 3.60 or higher;
- A minimum grade of 3.00 in all courses;
- Must not have repeated any course;
- Must have passed all written comprehensive exams (WCE) or equivalent on the first take
- Must have passed final thesis/dissertation defense with minor or no revision
- Must have moral and academic integrity (no derogatory record at the Discipline Office)
- Must have completed the program within the prescribed program residency period (for ID#104 onwards, must have completed the master's program in five (5) years or the doctoral program in seven (7) years)
- Must have taken two-thirds (2/3) of the total academic units at De La Salle University-Manila.

SECTION 11. DISCONTINUANCE OF STUDIES

11.1 The following are ordinary means of discontinuing studies:

- #### 11.1.1
- A certificate of Transfer Credential (Honorable Dismissal) issued by the University Registrar for reasonable cause on petition by the student, if he/she is of legal age, or on his/her behalf by a legal guardian, if the former is still a minor.

- 11.1.2 Expulsion, as initiated by the University for the commission of a major offense(s) specified in this Handbook. Expulsion carries the warning that other educational institutions should not accept the person expelled.
- 11.2 A certificate of Transfer Credential (Honorable Dismissal) should be requested from the Office of the University Registrar (OUR) when circumstances render such a step necessary. This certificate should be requested for as soon as a student decides to discontinue his or her studies at the University.
- 11.3 The Transcript of Records is a complete record of a student's work in the University. It may be official (with school seal and signature of University Registrar) or unofficial and may be requested at the OUR.
 - 11.3.1 Transcript of Records intended to transfer credits of a student or graduate to another institution of learning is official and may not be hand-carried, but is sent directly from the OUR to the school to which the student or graduate wishes to transfer credits. Such Transcript of Records may only be sent by the OUR to another school if and when the student or graduate has filed for Transfer Credential and upon receipt of the request from the requesting school.
 - 11.3.2 Transcript of Records intended for evaluation by a school for possible admission, whether for continuance of studies or for further studies, should be official. It shall be marked "For Evaluation Purposes Only" and may be hand-carried.
 - 11.3.3 Transcript of Records intended for employment purposes whether complete (graduate) or not, should be official. It shall be marked "For Employment Purposes Only" and may be hand-carried.
 - 11.3.4 Transcript of Records intended for other purposes, whether complete (graduate) or not, may be unofficial, without any markings, and may be hand-carried.

SECTION 12. STUDENT ACTIVITIES

- 12.1 The University is committed to the integral and balanced development of Christian men and women who collectively make up the students sector. The University seeks not only to promote intellectual formation but also to enhance the spiritual, psychological, and cultural growth of the students. To help attain this goal, the University encourages students to organize associations in relation to their fields of study.

12.2 General Policies

The following are some of the salient guidelines in the operation of any graduate student organization of the University:

12.2.1 Authority to Operate

The Graduate Student Services Office (GSSO) has the authority to regulate the establishment, and supervise the management and operation of all graduate student organizations in the different colleges.

12.2.2 Supervision of Organizational Activities

The GSSO is responsible for supervising and regulating the operation of all duly recognized student organizations toward the attainment of the goals and objectives as provided for in their approved Constitution and By-Laws.

12.2.3 Organizational Standards

All student organizations may hold activities in the following areas: academic, socio-civic, career-related, spiritual/religious, teambuilding, fundraising, sports and the like.

12.2.4 Any duly recognized student organization which violates its own statement of purpose/constitution or fails to comply with University policies shall be asked to terminate its operations, after an investigation to be conducted by a committee headed by the Director of the Graduate Student Services Office.

12.2.5 Any group of at least fifteen (15) graduate students may apply to the GSSO to form a graduate student organization. The procedures for application of an aspiring organization will be handled by the GSSO. Application may be filed within any term of the current school year but not later than thirty (30) school days prior to final examinations.

12.3 Approval of Activities

All co-curricular and extra-curricular activities sponsored by any duly recognized graduate student organization shall be under the supervision of the GSSO. The approval process of said activities shall be handled by

this Office. The following are the approval policies and guidelines for specific activities (Adopted from the Office of Student Activities Manual of Operations, 2003):

12.3.1 Off-campus activities

To be considered University-authorized, an off-campus and/or overnight activity involving any duly recognized graduate student organization must have the following:

12.3.1.1 Approval or recommendation by the GSSO, and by the Vice-Dean of the College if the activity is academic-related and/or an academic requirement; and

12.3.1.2 Duly accomplished off-campus activity form for graduate students.

The approved activity/program shall be entered into the list of officially approved off-campus activities in the GSSO.

12.3.2 Seminars/Talks/Fora

Any duly recognized graduate student organization may organize seminars/talks/fora that would contribute to the development of graduate students in the academic and non-academic areas. If speakers and/or facilitators are from external public partners, the sponsoring organization should closely work with the GSSO. Consultations must be done with administration on topics that may be detrimental to the University policies and principles.

12.3.3 Fund-Raising Activities

For any fund-raising activity organized by any duly recognized graduate student organization, a formal written application should be submitted to the GSSO. The application shall contain the following:

- Name of sponsoring organization
- Title of activity
- Date, Time, and Venue of activity

- Objectives
- Brief description
- Persons responsible
- Beneficiaries (if applicable)
- Manner by which funds shall be used
- Project schedule/timetable
- Projected expense and income statement
- Program of activities (if applicable)
- Signature of project head/s

This application shall be forwarded to the GSSO two (2) weeks before the implementation date of the activity.

A report on the outcome of the fundraising activity must be submitted to the GSSO after the activity. Failure to submit this report will disqualify the organization from conducting fundraising activities in the future.

Specific forms of fundraising activities shall be governed by the following rules:

12.3.3.1 Raffles

- | | |
|------------|--|
| 12.3.3.1.1 | The following information should be included in the written fundraising application: items to be raffled, ticket price, the drawing date (time and place), and if applicable, the manner by which the use of the profit shall be publicized. |
| 12.3.3.1.2 | A time limit of one (1) month is given to any student organization to raffle off items. Any extension of time should be approved by the GSSO |
| 12.3.3.1.3 | The list of winners shall be posted on bulletin boards on campus and related electronic groups at least a day after the draw. |

12.3.3.2 Ticket Selling

12.3.3.2.1 For tickets sold exclusively to DLSU students:

Tickets may be printed either through a printing company or replicated by photocopy.

Proceeds of the ticket sales shall be deposited with the Accounting Office at the end of the day.

A report of ticket sales shall be submitted to the GSSO and the academic department concerned within three (3) days after the end of the activity/event.

12.3.3.2.2 For off-campus ticket sales:

Prior approval of the activity, the timetable, quantity, and selling price of the tickets shall be secured from the GSSO.

All tickets shall be pre-printed and pre-numbered and must show the following information: name of sponsoring organization, program title, time, place, and date of event, and ticket price.

Tickets shall be printed through the Purchasing Office in accordance with purchasing policies and procedures.

Ticket quantity has to be substantiated through the following:

- The organization should submit a copy of the invoice and delivery receipt together with

the printed tickets to the Accounting Office, for verification.

- Tickets shall be validated/ stamped using an official school stamp under the supervision of the Accounting Office.
- Tickets shall be counted and secured until checked out to the organization.
- Ticket sales shall be deposited with the Accounting Office at the end of the day.
- A report of ticket sales shall be submitted to the GSSO and the academic department concerned within three (3) days after the end of the activity/ event.

12.3.3.3 Sponsorships and Solicitations

All sponsorship requests and solicitations in cash or in kind from any duly recognized graduate student organization involving any amount shall be recommended by the Director of the GSSO and approved by the Dean of Student Affairs.

- 12.3.3.3.1 In the written application for fundraising, the following information should be added: nature of the fundraising activity, financial projections, and complete list of the companies and their respective contact persons, contact numbers, and addresses.

12.3.3.3.2 The following documents must be attached to the solicitation proposal:

- A sample of the solicitation letter to be sent in official stationery of the soliciting organization; if none is available, in official University stationery;
- Complete set of the sponsorship package;
- Ready - for - signing Memorandum of Agreement between the donor and the soliciting organization.

12.3.3.3.3 The Memorandum of Agreement must stipulate the following provisions:

- An accountability clause stating that the officers of the soliciting organization shall be responsible for the fulfillment of the contract, and that failure to do so shall be the personal liability of the officers;
- A stipulation that donations received shall be acknowledged with the University official receipt within one (1) week after the date of receipt of donations;
- An understanding that within one (1) week after the activity, a report of the activity shall be submitted to the donor;
- An understanding that all donations shall be made by check payable to De La Salle University.

- 12.3.3.3.4 The organization should submit the solicitation proposal and the required attachments to the GSSO at least one (1) month prior to the activity date.
- 12.3.3.3.5 Once the Dean of Student Affairs approves the solicitation proposal, the solicitation letter must be reproduced.
- 12.3.3.3.6 No blank solicitation letters shall be issued by any organization. The sponsor must be indicated at all times.
- 12.3.3.3.7 Within two (2) weeks after the activity, a written report shall be submitted to the GSSO stating, among others, the name of the organization, the amount solicited for the activity, and the name of the donor or sponsor. The report shall also indicate all solicitations that did not materialize.
- 12.3.3.3.8 Failure to submit this report will disqualify the organization from submitting future solicitation proposals.
- 12.3.3.3.9 Only organizations with approved fundraising activities are entitled to submit solicitation proposals for approval.
- 12.3.3.3.10 Companies with products that promote non-Catholic and negative values (e.g., cigarettes, contraceptives, liquor and gambling) will not be allowed as sponsors.

12.4 Minutes of Organizational Meetings and Financial Report

- 12.4.1 The GSSO shall be furnished with copies of the minutes of the organization's meetings.

- 12.4.2 A copy of the organization's financial condition must be submitted to the GSSO at the end of each trimester (a week prior to final examinations).

12.5 On Activity Bans

All graduate school students shall observe the activity ban, which provides that no co-curricular and extra-curricular activity shall be conducted one week prior to final examinations.

SECTION 13. STUDENT DISCIPLINE

13.1 Discipline Office (DO)

In general, the DO promotes and supervises student discipline primarily inside the campus and in special cases, outside the campus.

13.2 Jurisdiction over Discipline-related Cases:

- 13.2.1 The Director of Discipline shall have jurisdiction over all minor offenses involving students.
- 13.2.2 The University Panel for Case Conference (UPCC) shall have jurisdiction over all major offenses involving students should there be complete admission on the part of the respondent.

The UPCC is composed of the Director of Discipline as the presiding officer, the Dean of Student Affairs, a student representative of the College, the Vice Dean of the College where the student belongs and any Director of Student Personnel Services.

- 13.2.3 The Student Discipline Board (SDB) shall have jurisdiction over all major offenses involving students should there be incomplete or qualified admission, or denial on the part of the respondent.

The SDB is composed of a Chair who is a member of the Integrated Bar of the Philippines (IBP) and three members and their alternates who are appointed by the President of the University from names recommended by their respective sectors. Except for the Chair, the three other members and their respective alternates represent the administration, the faculty and the students.

In the conduct of formal hearings, the University is assisted by the University Special Counsel who is a member of the IBP and appointed by the President from the University constituency.

13.2.4 Special Powers

13.2.4.1 The Deans are granted a special power to suspend students involved in fraternity rumbles, tumultuous affrays, boycotts or illegal demonstration for a maximum period of fifteen (15) school days effective upon its imposition. Any decision of the Dean under this section may be appealed to the Executive Vice-President within five (5) days from the date the decision is handed. The appeal does not, however, stay the suspension imposed. Any action taken by the Dean under this section is not a bar to other disciplinary actions that may be imposed arising from the same act or acts.

13.2.4.2 The faculty members have the right to demand the presentation of a student identification card (ID), to give a grade of 0.0, and to deny admission to class of any student caught cheating under Sec. 13.3.1.1 to Sec. 13.3.1.1.6, inclusive. The student should immediately be informed of his/her grade and barred from further attending his/her classes.

13.2.4.3 The Discipline Officers have the right to demand the presentation of the student's ID and summon students who violate any University policy to the DO for investigation.

13.2.5 Summary Powers

13.2.5.1 For the Dean or Vice-Dean:

The Dean, or the Vice-Dean in the absence of the former, may proceed summarily against any student in the following cases:

13.2.5.1.1 Violation of rules and regulations issued in consultation with the Council of Chairpersons and approved by the College Council.

13.2.5.1.2 Misconduct committed in the presence of a faculty member or any official of the University within the jurisdiction of the College, or in the course of a school function sponsored by the College.

13.2.5.2 For the Dean of Student Affairs:

The Dean of Student Affairs may proceed summarily against any student in the following cases:

13.2.5.2.1 Misconduct under Sec. 13.2.5.1.2 when committed within the University premises but outside the jurisdiction of any college, school or academic unit or in the course of a school function sponsored by the University.

13.2.5.2.2 Misconduct under Sec. 13.3.1.4, whether or not the acts are committed within the premises, and by individuals belonging to one or several colleges, schools or academic unit.

13.2.5.2.3 Misconduct under Sec. 13.3.1.5, Sec. 13.3.1.6, and Sec.13.3.1.10.

13.3 Types of Offenses.

13.3.1 A major offense, which merits any of the sanctions defined in Sec.13.4.1, includes the following:

13.3.1.1 Cheating in any form during an examination, test, or written report including reaction paper, case analyses, experiment or assignment required. The act of cheating includes but is not limited to the following:

13.3.1.1.1 Unauthorized possession of notes or any material relative to the examination or test whether the student actually uses them or not.

- 13.3.1.1.2 Copying or allowing another to copy from one's examination papers. In the latter case, both parties are liable.
- 13.3.1.1.3 Glancing or looking at another student's examination paper, or allowing another student to glance or look at his or her examination paper.
- 13.3.1.1.4 Communicating with another student or any person in any form during an examination or test without permission from the teacher or proctor. This includes leaking examination questions to another or other students.
- 13.3.1.1.5 Having somebody else take an examination or test for one's self or prepare a required report or assignment. If both parties are students, both are liable.
- 13.3.1.1.6 Plagiarism and other forms of academic dishonesty as set forth in Sec. 4.17.
- 13.3.1.2 Vandalism or the destruction of property belonging to the University or to a faculty member, administrator, co-academic personnel, another student or to a visitor while on campus.
- 13.3.1.3 Bringing in, carrying or possession of a deadly weapon inside the University premises or outside the University during an academic function or school activity without permit from the Safety and Security Office (SSO) in consultation with the DO.
- 13.3.1.4 Deliberate disruption of an academic function or a school activity which tends to create disorder, tumult, breach of peace or serious disturbance not necessarily connected with any academic function or school activity.

- 13.3.1.5 Brawls within the University premises or outside the University during an academic function or school activity.
- 13.3.1.6 Inflicting physical injuries on another inside the University premises or outside the University during an academic function or school activity.
- 13.3.1.7 Unauthorized bringing in, carrying, possession or use of prohibited or regulated drugs or chemicals without proper prescription, inside University premises or outside the University during an academic function or school activity, and any other violation of the provisions of R.A. 9165, otherwise known as the "Comprehensive Dangerous Drugs Act of 2002".
- 13.3.1.8 Unauthorized bringing in, possession or drinking of liquor or alcoholic beverages inside the University premises or outside the University during an academic function or school activity, or entering the University premises or attending academic functions or school activities under the influence of liquor or alcoholic beverages.
- 13.3.1.9 Gross acts of disrespect in words or in deed that tend to put the University or any administrator, member of the faculty, co-academic personnel, security guard, maintenance personnel, student, or visitor in ridicule or contempt.
- 13.3.1.10 Direct assault upon the person of any member of the administration, faculty, co-academic personnel, or any student or person vested with authority.
- 13.3.1.11 Threatening another with any act amounting to a crime, delict or wrong, or with the infliction of any injury or harm upon his person, honor or integrity.
- 13.3.1.12 Acts of lewdness or commission of any act of immorality, the possession (unless with DO permit approved by the faculty concerned as part of the course requirement), display or distribution of

pornographic materials inside the University, including accessing internet sites that do not correlate to any specific subject or course within the University.

- 13.3.1.13 Acts that bring the name of the University into disrepute such as public and malicious imputation of a crime, or of a vice or defect, real or imaginary, or any act, omission, condition, status or circumstance, tending to cause dishonor, discredit or contempt to the name of the University.
- 13.3.1.14 Unjust enrichment or stealing whether attempted, frustrated or consummated.
- 13.3.1.15 Habitual disregard or willful violation of established policies, rules or regulations consisting in the commission of three (3) minor offenses of the same kind or nature, or five (5) minor offenses of different kinds or nature.
- 13.3.1.16 Unauthorized collection or exaction of money, checks or other instruments as equivalent of money, in connection with matters pertaining to the University.
- 13.3.1.17 Forging, falsifying or tampering with academic or official records or documents of any kind; or intentionally making a false statement of any material fact, or practicing fraud or deception in connection with anything that pertains to the University.
- 13.3.1.18 Gambling in any form inside the University or outside the University during an academic function or school activity.
- 13.3.1.19 Acts of subversion or insurgency.
- 13.3.1.20 Conviction before any court for a criminal offense involving moral turpitude, against person or property other than through reckless imprudence.
- 13.3.1.21 Membership in a fraternity or sorority. This also includes membership in any unrecognized

organization that subscribes to or participates in any violent act.

13.3.1.22 Inviting students to join a fraternity, sorority or any organization not recognized by the University.

13.3.1.23 Any kind of provocation that results in heated verbal or physical confrontation between students and groups of students.

13.3.1.24 Willful failure to comply with summonses or notices issued for purposes of investigation conducted in connection with discipline-related offenses.

13.3.1.25 Hazing or physical injuries, for the purpose of initiation, admission or continuance of membership in any organization, society or group, whether open or secret. For this purpose, the members who were present shall be liable whether they actually participate in the hazing or not. The officers of the organization, society or group, shall also be liable, whether or not they are present during the hazing incident (*Excerpted from Ateneo de Manila University Student Handbook*).

13.3.1.26 Computer security breach: Accessing a University computer or computer network without authority or beyond authorized access. Acts that constitute computer security breach include but are not limited to the following:

- a) Altering information, (e.g., changing the password of someone else's account and changing data in files beyond one's authorized access, etc.), damaging or destroying information (e.g., deleting someone else's file, etc.);
- b) Introducing false information (e.g., using someone else's account and sending offensive mail, etc.);
- c) Preventing authorized use of information; or;

- d) Preventing normal operation (e.g., changing the configuration or the CMOS set-up of a PC, introducing computer virus, etc.) of computers or computer networks of the University.
 - 13.3.1.27 Entering any restricted area within the University without prior authority.
 - 13.3.1.28 Perjury, defined as testifying falsely in any administrative proceeding, or knowingly making untruthful statements in documents under oath when such oath is required.
 - 13.3.1.29 Possession or exploding of firecrackers inside the University or outside the University during academic functions or school activities.
 - 13.3.1.30 Lending ID to another or using someone else's ID.
 - 13.3.1.31 Making sexual advances in words or deeds to another student or to any member of the academic community.
 - 13.3.1.32 Such other acts as may be determined by University authorities, provided the application is prospective and properly disseminated to students through official campus student publications.
- 13.3.2 A minor offense, which merits any of the sanctions defined in Sec.13.4.2. includes the following:
 - 13.3.2.1 Behavior unbecoming of a young Christian adult.
 - 13.3.2.2 Acts which disturb peace and order short of being a major offense such as disturbing classes, academic related activities or school functions.
 - 13.3.2.3 Disobeying school regulations contained in this handbook, and other rules and regulations approved by University authorities and disseminated through student publications.
 - 13.3.2.4 Third and succeeding loss of ID.

- 13.3.2.5 Third and succeeding failure to bring ID.
- 13.3.2.6 Non-wearing of ID in areas where wearing an ID is required.
- 13.3.2.7 Refusal to present an ID when asked.
- 13.3.2.8 Proselytizing, defined as an attempt to convert another to one's faith by attacking or denigrating other person's practices and beliefs, or by offering special inducements.
- 13.3.2.9 Littering.
- 13.3.2.10 Failure to pick up any trash or junk found within a radius of one (1) foot from a student for two (2) times.
- 13.3.2.11 Selling items, engaging in business or soliciting contributions or donations in campus without prior approval or authority.
- 13.3.2.12 Preventing the circulation of a recognized student publication by withholding or removing a substantial number of copies from the newsstands.
- 13.3.2.13 Wearing inappropriate attire within University premises.
- 13.3.2.14 Public display of physical intimacy (PDPI).
- 13.3.2.15 Violation of policies of the Information Technology Center (ITC) such as but not limited to accessing Chat, IRC, MOO, MUD sites and the like, playing any form of games, and using cellular phones and other electronic communication devices in computer laboratories.
- 13.3.2.16 Use of classrooms and other school facilities for any purpose without any reservation or proper authority.
- 13.3.2.17 Loitering along the classroom corridors while classes are going on for second and succeeding violations.

- 13.3.2.18 Eating in areas designated as non-eating places (classrooms, laboratories, offices, study areas, and Sports Complex).
- 13.3.2.19 Smoking inside University premises or outside the University during academic functions or school activities.
- 13.3.2.20 Playing cards inside University premises except collectible cards played in designated places (classrooms, laboratories, offices, study areas, and Sports Complex).
- 13.3.2.21 Violation of policies on the use of lockers.
- 13.3.2.22 Unhygienic use of University facilities.
- 13.3.2.23 Second and succeeding violations of policies in the lending of calculators.
- 13.3.2.24 Second and succeeding violations of Section 4.5 on the use of cellular phones and other electronic communication devices.
- 13.3.2.25 Second and succeeding violations of policies on the use of University parking lots.

13.4 Sanctions

- 13.4.1 The penalties for major offenses are the following:
 - 13.4.1.1 Probation for such time and under such conditions as the SDB or UPCC may determine which may include undergoing the DO Values Clarification and Development Program.
 - 13.4.1.2 Suspension for such time and under such conditions as the SDB or UPCC may determine.
 - 13.4.1.3 Dismissal.
 - 13.4.1.4 Expulsion.

13.4.2 The penalties for minor offenses are the following:

- 13.4.2.1 For first offense, warning from the Director of Discipline with written apology addressed to the offended party, if the act is personal in nature and to refer to a Counselor and/or order the restitution or reparation of the damage or injury sustained, if necessary.
- 13.4.2.2 In case of a second offense, a written reprimand from the Director of Discipline.
- 13.4.2.3 In case of third and succeeding offenses, the student is charged with a major offense under Sec. 13.3.1.15, if applicable, otherwise, a written reprimand from the Director of Discipline.

13.5 Definition of Terms.

As used in this section the term –

13.5.1 Student refers, but is not limited to:

- 13.5.1.1 A person who at the time of the commission of the offense, is enrolled in any academic or non-academic course or courses whether in the undergraduate or graduate school, day or evening classes, regular or part-time; or
- 13.5.1.2 A person admitted to any college or unit or any academic or non-academic program of the University, whether enrolled or not, or has complied with all the requirements for graduation in the program where the person was admitted, at the time of the filing of the charge or during the pendency of the proceedings; or
- 13.5.1.3 A person who has been allowed to graduate from the University but has not yet been cleared to take delivery of his or her certificate of completion, diploma, or transcript of records regardless of whether or not he or she has been granted by the University an alumnus/alumna status.

- 13.5.2 University premises refers to the territorial boundaries of De La Salle University, Taft Avenue, Manila, including the academic and non-academic buildings and campuses, the parking lots adjacent to it as well as immediate sidewalks within a radius of five (5) meters from gates, fences or dividing walls of buildings and within a radius of two hundred (200) meters for the following offenses, to wit:
- 13.5.2.1 Brawls,
 - 13.5.2.2 Inflicting physical injuries on another,
 - 13.5.2.3 Unauthorized bringing in, carrying, possession or use of drugs or chemicals as defined in Section 13.3.1.7
 - 13.5.2.4 Vandalism or destruction of property belonging another,
 - 13.5.2.5 Direct assault as defined in Section 13.3.1.10
 - 13.5.2.6 Threatening another as defined in Section 13.3.1.11
 - 13.5.2.7 Unjust enrichment as defined in Section 13.3.1.14
 - 13.5.2.8 Making sexual advances as defined in Section 13.3.1.31
 - 13.5.2.9 Gambling as defined in Section 13.3.1.18
- 13.5.3 “In flagrante” means the very act of committing a discipline offense or the condition of being caught in the act of committing the offense.
- 13.5.4 “Ex-parte hearing” refers to a hearing held in the absence of one of the parties.
- 13.5.5 “Illegal demonstration” includes a public show of feeling or opinion as by a mass meeting or parade accompanied by force, coercion or violence.
- 13.5.6 “Deadly weapons” includes but is not limited to firearms, explosives (e.g., firecrackers, pyrotechnics) and sharp or cutting

instruments (e.g., ice picks, Swiss knives or blades of any length, etc.). Stones, lead pipes, clubs and any similar objects are considered deadly weapons if their use results in physical injury or death; and

- 13.5.7 "Unjust enrichment" means any condition where a student takes a thing at the expense of another for his or her benefit regardless of his intent to gain.

SECTION 14. STUDENT GRIEVANCE

14.1 Definition of Grievance

For purposes of this section, a grievance refers to any controversy between a student as the aggrieved party and a member of the academic community as respondent that may be the cause of a complaint.

A grievance may be informal or formal. A grievance made orally is considered informal. Only when a grievance is reduced into writing and duly signed does it become a formal complaint. An informal grievance should be settled informally while a formal grievance complaint should be settled formally following a set of procedures.

A grievance may be academic or behavioral. An academic grievance is one that arises from any controversy related to learning or to performance in academic courses while a behavioral grievance is one that arises from the manner a person conducts himself or herself.

- 14.2 Students of De La Salle University are given the right to air their grievance against any member of the academic community. Grievances are best settled through sincere dialogue between parties to a grievance, befitting a Lasallian academic community. Formal grievance may be pursued only as a last resort.

14.3 Procedures in Grievance Cases

14.3.1 Informal Grievance

If a grievance is informal, the parties shall settle it through a dialogue.

14.3.2 Formal Grievance

If the parties fail to settle an informal grievance and the student decides to pursue the grievance formally, the steps to be taken are as follows:

14.3.2.1 Complaint of a Student Against a Faculty Member

The procedures to be followed in the handling of grievance cases filed by students against members of the faculty are:

14.3.2.1.1 Complaint

The student files a written complaint with the Chair of the department to which the faculty member complained of belongs at any time during the term but not later than two (2) weeks after the start of the following term. The complaint should be signed by the student and accomplished in three (3) copies to be distributed as follows:

Original – Department Chair

One (1) copy – Faculty member (respondent)

One (1) copy – Student (complainant)

A formal complaint should contain the following:

- The name of the member of the faculty against whom the complaint is filed.
- A narration of the circumstances surrounding the commission of the act complained of.
- The action asked for.

14.3.2.1.2 Answer

Upon receipt of the complaint, the Department Chair shall require the faculty respondent to answer the complaint in writing within three (3) days from receipt of the letter, excluding Saturdays, Sundays and holidays. A copy of the complaint should be attached to the letter.

The written answer shall also be prepared in three (3) copies to be distributed as follows:

Original – Department Chair

One (1) copy – Faculty member (respondent)

One (1) copy – Student (complainant)

Failure of the respondent to answer the complaint in writing within the period required shall be considered an admission of the charges, and the Department Chair shall resolve the complaint on the strength of this admission.

Upon receipt of the written answer by the respondent, the Department Chair evaluates the complaint and the answer.

The Department Chair may find it necessary to ask for clarificatory questions. In this case, the Department Chair shall call the parties to a meeting for this purpose within three (3) days.

Within three (3) days after the meeting and from determination that sufficient facts and evidence exist on

which to base a resolution, the Department Chair resolves the case. The resolution shall be in writing stating the supporting reasons and prepared in three (3) copies to be distributed as follows:

Original – Department file

One (1) copy – Student (complainant)

One (1) copy – Faculty member (respondent)

14.3.2.1.3 Appeal to the Ad Hoc College Grievance Board

A party not satisfied with the resolution of the Department Chair may appeal the same to the Board. The appeal shall be taken in accordance with these procedures:

The appellant sends a letter to the Dean of the student concerned requesting that the Board be convened to hear the grievance complaint.

Upon receipt of the letter, the Dean requires the Department Chair concerned in writing to immediately forward to the Dean's Office the complete record of the case which includes the original documents of the complaint, the answer, the resolution and other documents related to the case, if any.

Upon receipt of the complete record of the case, the Dean immediately convenes the Board for the purpose of hearing the case.

Before actually hearing the case, the Board first defines the procedures it will follow in hearing the case except that:

- For purposes of a hearing, all members of the Board should be present.

- Hearings are continuous and should not last for more than six (6) days, excluding Saturdays, Sundays, holidays from the date of the first hearing.

- Only evidence, testimonial or documentary, related to the allegations of the complaint shall be considered during the hearing.

- Within five (5) days from date of last hearing, the Board meets to deliberate on the case and to arrive at a recommendation. A majority of the members of the Board is required to arrive at a recommendation. Abstentions shall be allowed.

- Copies of the recommendation of the Board shall be furnished to all the parties concerned including the members of the Board. A copy of the final recommendation is also filed in the 201 file of the respondent.

- The Dean shall act on the Board's recommendation within three (3) days from receipt. His or her decision shall be put in writing. Copies of which shall be distributed as follows:

 - Original - Dean

 - One (1) copy – Complainant

One (1) copy – Respondent

One (1) copy – Members of the Board

14.3.2.1.4 Appeal to the Vice President for Academics and Research (VPAR)

A party not satisfied with the decision of the Dean may appeal the decision to the Office of the Vice President for Academics and Research in writing within five (5) days from receipt of the written decision of the Dean.

If a decision of the Committee is not appealed within the period provided, the decision becomes final and immediately executory unless execution is deferred for meritorious reasons.

Within five (5) days from receipt of the appeal, the VPAR shall decide the appeal and shall notify the parties of the decision in writing immediately. The decision of the VPAR is final and executory unless the execution is deferred for meritorious reasons.

14.3.2.2 Complaint of a Student Against Another Student

A formal letter of complaint must be presented to the Discipline Office.

14.3.2.3 Complaint of a Student against a Co-Academic Personnel

A formal letter of complaint must be presented to the Human Resource Development Office.

14.3.2.4 Complaint of a Student against a Department Chair or Vice-Dean

A formal letter of complaint must be addressed to the College Dean.

14.3.2.5 Complaint of a Student against a Dean

A formal letter of complaint must be addressed to the VPAR

14.3.2.6 Complaint of a Student against other Administrators

A formal letter of complaint must be addressed to the immediate supervisor.

14.3.2.7 Complaint of a Student against a Vice-President

A formal letter of complaint must be addressed to the Executive Vice-President of the University.

14.3.2.8 Complaint of a Student against the EVP

A formal letter of complaint must be addressed to the President of the University.

14.3.2.9 Complaint of a Student against the University President

A formal letter of complaint must be addressed to the Chairperson of the Board of Trustees.

14.4 Sexual Harassment

Any complaint on sexual harassment should be handled in accordance with the University policies, rules and regulations implementing R.A. 7877, otherwise known as the "Anti-Sexual Harassment Act." (See Appendix)

14.4.1 The University is committed to the prevention of sexual harassment of students, defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

14.4.1.1 Submission to such conduct is made explicitly or implicitly a term or condition for a student's educational advancement;

14.4.1.2 Submission to or rejection of such conduct by a student is used as the basis for academic consideration affecting the student; and

14.4.1.3 Such conduct has the purpose or effect of substantially interfering with a student's academic performance or creating an intimidating, hostile or offensive educational environment.

14.4.2 Any student having a complaint of sexual harassment should follow the steps outlined in this Section. The student complainant may forward his/her complaint to the respondent's superior in cases deemed necessary.

14.5 Procedures Common to Sections 14.3.2 - 14.4.2

The complaint, answer, memorandum, recommendation, decision, as well as transcripts of all proceedings should be in writing and signed by all parties concerned.

14.6 The Ad Hoc College Grievance Board

14.6.1 Composition

The Ad Hoc College Grievance Board shall be composed of the Vice Dean, who shall act as Chair, the Chair/Graduate Program Coordinator of the Department to which the respondent faculty member belongs, two (2) student representatives, and a representative from the Faculty Association coming from the college to which the respondent belongs.

14.6.2 Principal Function

It shall be the duty of the Board to hear and decide all grievance cases filed by students against members of the faculty brought to the college level.

14.6.3 Authority

The Ad Hoc College Grievance Board has the authority to:

- 14.6.3.1 Define the procedures to be followed in the conduct of the hearings;
- 14.6.3.2 Summon witnesses as well as resource persons to assist in arriving at a decision in the case;
- 14.6.3.3 Have access to all information relevant to the case; and
- 14.6.3.4 Recommend appropriate measures consistent with its findings in the case.

APPENDIX A. 5 C'S OF LASALLIAN EXCELLENCE

Source: Lasallian Spirit in Action (LASSA) Core group.

As the focus of St. La Salle's mission of education, Lasallian students must at all times be the embodiment of the values, ideals, and traditions pursued by the Founder. Thus, Lasallians should continue to be:

Committed. Lasallians have a strong commitment to life-long learning, are self-disciplined, and internally motivated; appreciate culture and the arts; respect local traditions but at the same time tries to improve them.

Competent. Lasallians are clear and critical thinkers. They are articulate, creative, innovative, and resourceful students. They are aware of their shortcomings but strive to overcome them.

Confident. Lasallians are self-reliant, loyal, resilient, reliable, principled individuals. They are fair and honorable in competition. They believe in their youthful energy to make a difference in the world they live in.

Compassionate. Lasallians have a deep social awareness which imbues them with a strong desire to work for the establishment of a just and equitable Philippine society. They respect the environment and act responsibly in using the earth's resources.

Christian. Lasallians are living witnesses to Scriptures. They take their religious obligations seriously, have a devotion to Jesus Christ and to the Blessed Virgin Mary, live their faith, and they lead healthy lives.

APPENDIX B. LASALLIAN SCHOOLS IN THE PHILIPPINES

A. District Schools

De La Salle University (DLSU) System

DLSU-Manila

Taft Avenue, Manila

De La Salle-Santiago Zobel School

Alabang Muntinlupa

DLS-College of Saint Benilde

Taft Avenue, Manila

DLS-Dasmariñas

Dasmariñas, Cavite

DLS-Health Sciences Campus

Dasmariñas, Cavite

DLS-Professional Schools, Inc.

Taft Avenue, Manila/Gil Puyat Avenue,
Makati City

DLS-Araneta University

Kalookan City

DLS-Canlubang

Canlubang, Laguna

La Salle Green Hills

Mandaluyong, Metro Manila

De La Salle-Lipa

Lipa, Batangas City

La Salle College-Antipolo

Antipolo, Rizal

St. Joseph's High School

Villamonte, Bacolod City

La Salle Academy

Iligan City, Lanao del Norte

University of St. La Salle

Bacolod City, Negros Occidental

Immaculate Conception College-La Salle

Ozamis City

B. De La Salle Supervised Schools

Escuela de Nuestra Señora de La Salette

Tapuac District, Dagupan City

Our Lady of Fatima Academy

Nueva Ecija

St. Stephen's Academy

Nueva Ecija

Vincentian Catholic Academy

Nueva Ecija

The Lewis College

Sorsogon City

Maryknoll High School of Lambajon

Davao Oriental

San Benildo Integrated School-Baliuag

Baliuag, Bulacan

San Lorenzo Ruiz Formation and Learning Center

Oriental Mindoro

Fr. Fay Francis Catholic School

Nueva Ecija

Children of Mary Immaculate College

Valenzuela

School of Saint Brother Benilde

Mexico, Pampanga

St. John Integrated School

Angeles, Pampanga

Silay Institute

Negros Occidental

Colegio de San Benildo

Misamis Oriental

USLS-Affiliate College

Roxas City

Holy Family School

Negros Occidental

Leonides S. Virata Memorial School

Puerto Princesa, Palawan

Our Lady of Mt. Carmel Learning Center

Roxas City, Capiz

Scola Guadalupana

Bacolod City

St. Dominic Savio Learning Center

Bacolod City

St. Francis of Assisi of Silay Foundation, Inc.

Negros Occidental

St. Michael Academy

Negros Occidental

La Salle College-Victorias

Negros Occidental

John Bosco College

Surigao del Sur

Rizal Special Education Learning Center

Davao City

Jesus the Risen Savior School

San Pedro, Laguna

San Benildo Integrated School-Rizal

Cainta, Rizal

St. Benilde Integrated School-Bacolod

Mansilingan, Bacolod City

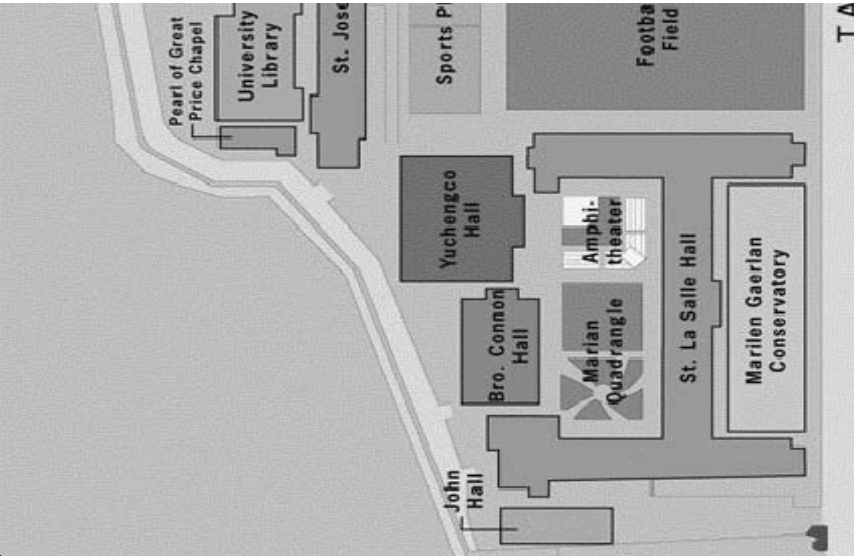
Our Lady of the Holy Rosary School

Tanza, Cavite

Andres Soriano Memorial College

Toledo City, Cebu

APPENDIX C. CAMPUS MAP



APPENDIX D. CAMPUS DIRECTORY

Local	Office/Unit/Department	Room No.
106,135	Accountancy	LS-324
119	Accounting, Cashier	LS-118
118	Accounting, Check Releasing	LS-118
227	Accounting, Controller	LS-121
352	Accounting, Disbursement	LS-118
267	Accounting, PSI	LS-122
177, 196	Accounting, Student Accounts	LS-118
342	ADRIC	G-406
128	Alumni Association	LS-202
368	Art Museum	Y-2 nd Flr
105	AVP-Academic Services	Y-304
110	AVP-Campus Development	LS-160 Mezz
146	AVP-Campus Services	LS-108
347, 550	Behavioral Sciences	WH-702
233	Bienvenido Creative Writing Lab.	M-210
460	Biology	SJ-610
462	Biology Dispensing Lab.	STRC-401
408	Biology Lab.	STRC 210
467	Bio. Lab & Undergrad Thesis	STRC-208
230	Biotechnology Lab.	STRC-216
712	Bookstore	SPS-101
139, 140	Brothers' Community	LS-4 th Flr
141	Building & Grounds Maintenance	LS-160 Mezz
134	Business Management	LS-322
150	Canteen, Animo Food House	LS-106A
367	Canteen, La Casita	E.Razon 2 nd flr
724	Canteen, SPS	SPS-2 nd Flr
315	Canteen, Z ²	
416	Career Services	SJ-115
130	CBE, Dean	LS-123A
149	CBE, Research	LS-214B
131	CBE, Vice Dean	LS-123A
300	CCS, Dean	G-102A
302	CCS, Graduate School	G-102
301	CCS, Vice Dean	G-102B
121	CED, Dean	Y-601
343	CED-DOST-SEI	LS-229 Mezz
192	CED, Vice Dean	Y-601
419	Center for Counseling & Dev't.	SPS-304
563	Center for Educ. Multimedia (CREM)	M-219
412	Chaplain's Office	SJ-103
127	CHED Zonal Research Center	LS-158 Mezz
222	Chemical Engineering	V-201K
211	Chemical Engineering Lab.	STRC- 107
215	Chem. Engineering Asian Regional Program & Environmental (ARPET)	STRC-219
430	Chemistry	SJ-312
405	Chemistry Instrumentation Lab.	STRC-301
432	Chemistry Lab.	SJ-508
431	Chemistry Lab.	SJ-615
355	Chemistry Lab. (STRC)	STRC-113
502	Chemistry Research Lab.	SJ-511
226	Civil Engineering	V-201 J

Local	Office/Unit/Department	Room No.
204	Civil Engineering Faculty Ext. Rm.	V-513
305	Civil Engineering Lab.	STRC-103
203	Civil Engineering Tech. Room	M-113
325	CLA, Dean	M-214 C
328	CLA, Graduate Studies /Research & Publications	M-221
326	CLA, Vice Dean	M-214
710	Clinic	SPS-103
540	Clinic Extension	ER Sports Ctr
273	COE-CERTC	M-113 Mezz
200	COE, Dean	V-156-Mezz
217	COE, Graduate Program Director	M-204
210	COE-Laboratories	V-155 C
201	COE, Vice Dean	V- 153
166, 167	College Admissions Office	LS-101A
132	Commercial Law	LS- 220
322	Communication	
302	Computer Technology	G-102
232	Corrosion Lab./CERTC	V-511
404	COS, (CENSER)	SJ-206
520	COS, Dean	WH-208
521	COS, Vice Dean	WH-204
147, 417	COSCA	SPS-401
172	Counselling and Educational Psychology Dept.	WH-501
702, 737	Cultural Arts Office	SPS403
530, 562, 564	Dept. of English & Applied Linguistics	WH-309
414, 611	Discipline Office	SJ-105
369	E Classroom	M-306
224	Electronics & Communications Eng'g	V-301
711	ECE Lab.	V-302A
207	ECE Research Lab./Coordinator's Office	STRC-112
137	Economics	LS-207
171, 195	Educational Leadership and Management	LS-136 Mezz
209	Ergonomics and Product Design Lab.	STRC-218
101, 103	EVP, DLSU-Manila	Y-301
256	EVP, Information/Data	Y-301
102	EVP, Secretary	Y-301
163	External Linkages	Y-309
332	Faculty Association	M-304
509, 552	Filipino	WH-401, 402
133	Financial Management	LS-208
468	Graduate Admission Office	LS-157 Mezz
276	Graduate Services Office	SPS-301
205	Green & White	SPS-501B
120	GSB, Dean	LS-221
122, 125	GSB, Staff	LS-223
542	Guard, ER Sports Center	-
183	Guard, Gokongwei	-
182	Guard, Leveriza	-
181	Guard, North Gate	-
180	Guard, South Gate	-
176	Guard, STRC	-
184	Guard, Velasco	-
572	History	W-302
160, 161	Human Resources Development	LS-103
220	Industrial Engineering	V-201
209	IE, Ergonomics & Prod. Design Lab.	STRC-218

Local	Office/Unit/Department	Room No.
223	IE, Operation Res. & Simulation Lab.	STRC-223
198, 169	Information Desk	LS-100A
302	Information Technology	G-102
465	Instrumentation & Elec. Lab.	STRC-414
545	International Studies	WH-701
310	ITC, Director	G-308
316, 466	ITC, Help Desk	G-305
143, 168	ITEO	LS-151A Mezz.
752	LAPIS	SJ-308
410	Lasallian Pastoral Office	SJ-101
173	Legal Counsel	LS-161 Mezz
601	Library, Cataloging	UL-109
622	Library, Circulation	UL-310
600	Library, Director	UL-201
602	Library, EDRC	UL-1 st Flr
622	Library, Filipiniana	UI-401
624	Library, IMS	UI-113
370	Library, IMS Viewing Room	UL-207
620	Library, Periodicals	UL-204
620	Library, References	UL-203
142	LIDER Office/Operation Big Brother	Y-601
247, 178	Linguistics	LS-253 Mezz.
532, 541,	Literature	WH-406
151	Mailing	LS-106
136	Marketing	LS-321
144, 246	Marketing Communication Office	LS-163 Mezz; LS-125
351	Master of Science & Computational Finance (MSCF)	LS-221 Mezz.
420	Mathematics	Sj-201
407	Math & Statistics Computer Lab.	Strc-314
299, 308	Mechanical Engineering	M-105
503	Mechanical Engineering Research	STRC-105
225	ME Lab.	V-108
244	MEM, Faculty	V-201 D
353	MEM, Intelligent Systems Lab.	M-115
170	MRDO	LS-139
742	Office of Sports Development (OSD)	Er Sports Ctr. 901
546	Philosophy	Wh-508
740	Physical Education	ER Sports Ctr-702
111	Physical Facilities Office (PFO)	LS-160 Mezz.
152	PFO, Civil Works	LS-160 Mezz.
154	PFO, Electrical & Mechanical Section	LS-160 Mezz.
450	Physics	SJ-404
465	Physics, Instrumentation & Elec. Lab.	STRC-414
570	Political Science	WH-605
400, 461	President	Y-307
402	President, Administrative Asst.	Y-307
504	President, Executive Director	Y-307
401	President, Secretary	Y-307
560	Psychology	WH-602 A
156, 194	Purchasing Office	LS – 160 Mezz.
764	PUSO	JH-304
113	Registrar, Fac. Attendance Section	LS-133
116	Registrar, Graduate Studies Section	LS-133
153	Registrar, Graduation / Foreign Section	LS-134

Local	Office/Unit/Department	Room No.
112	Registrar, Records Section / Grades	LS-134
114	Registrar, Secretary	LS-134
115	Registrar, Undergraduate Enrollment Section / Reservation	LS-134
155	Reservation	LS-160 Mezz
162	Scholarship & Financial Assistance (SFA)	LS-137-B
158	Science Education	W-506
157	Security and Safety Office	LS-101 E
732	Student Activities	SPS 301 H
730	Student Affairs, Dean	SPS-301 G
739	Student Development	SPS-302 I
738	Student Publications	SPS-502
100	Switchboard Operator	LS-116
534, 199	Theology & Religious Education	WH-703
164	URCO	LS-154 Mezz.
257	URCO, Director	LS-155 Mezz.
108, 109	VP-Academics & Research (VPAR)	Y-303
314	William Shaw Little Theater	WH-103

APPENDIX E. ACT REGULATING HAZING

AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS AND PROVIDING PENALTIES THEREFOR

Be it enacted by the Senate and House of Representative of the Philippines in Congress assembled.

- SEC. 1 Hazing as used in this Act is an initiation rite or practice as a pre-requisite 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.
- SEC. 2 No hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of such initiation. The written notice shall indicate the period of the initiation. The written notice shall indicate the period of the initiation activities which shall not exceed three (3) days, shall include the names of those to be subjected to such activities and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.
- SEC. 3 The head of the school or organization or their representatives must assign at least two (2) representatives of the school or organization, as the case may be, to be present during the initiation. It is the duty of such representative to see to it that no physical harm or any kind shall be inflicted upon a recruit, neophyte or applicant.
- SEC. 4 If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer:
1. The penalty of reclusion perpetua if death, rape, sodomy or mutilation results there from.

2. The penalty of reclusion temporal in its maximum period if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.
3. The penalty of reclusion temporal in its medium period if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.
4. The penalty of reclusion temporal in its minimum period if in consequence of the hazing the victim shall become deformed or shall have lost the use thereof, or shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for a period of more than ninety (90) days.
5. The penalty of prision mayor in its maximum period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for more than thirty (30) days.
6. The penalty of prision mayor in its medium period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for ten (10) days or more, or that the injury sustained shall require medical attendance for the same period.
7. The penalty of prision mayor in its minimum period if in consequence of the hazing shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical attendance for the same period.
8. The penalty of prision correccional in its maximum period if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity

or work nor require medical attendance. The responsible officials of the school or of the police, military or citizen's army training organization, may impose the appropriate sanctions on the person or persons charged under this provision even before their conviction.

The maximum penalty herein provided shall be imposed in any of the following instances:

- a. when the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;
- b. when the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting;
- c. when the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities, through force, violence, threat or intimidation;
- d. when the hazing is committed outside of the school or institution; or
- e. when the victim is below twelve (12) years of age at the time of hazing.

The owner of the place where hazing is conducted shall be liable as an accomplice, when he has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, group, or organization, the parents shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.

The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be

punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing committed shall be liable as principals. Officers or members of an organization, group, fraternity or sorority who knowingly cooperated in carrying out the hazing by inducing the victim to be present thereat shall be liable as principals. A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take any action to prevent the same from occurring shall be liable as principals.

The presence of any person during the hazing is prima facie evidence of participation therein as a principals unless he prevented the commission of the acts pun is able herein.

Any person charged under this provision shall be entitled to the mitigating circumstance that there was no intention to commit so grave a wrong.

This section shall apply to the president, manager, director or other responsible officer of a corporation engaged in hazing as a requirement for employment in the manner provided herein.

- SEC. 5 If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provision thereof shall remain valid and effective.
- SEC. 6 All laws, orders, rules or regulations which are inconsistent with or contrary to the provision of this Act are hereby amended or repealed accordingly.
- SEC. 7 This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

APPENDIX F. PREVENTIVE MEASURES AGAINST VIOLENCE AND SANCTIONS ON FRATERNITIES

COMMISSION ON HIGHER EDUCATION
OFFICE OF THE PRESIDENT OF THE PHILIPPINES

January 25, 1995

CHED Order No. 4, 1995
PREVENTIVE MEASURES AGAINST VIOLENCE AND SANCTIONS ON
FRATERNITIES AND OTHER STUDENT ORGANIZATIONS.

TO: CHED Regional Directors
Heads of Private Schools, Colleges and Universities
Presidents of State Colleges and Universities

1. The fundamental law of the land requires the state through its instrumentalities, in particular the educational agencies, to promote the physical, intellectual and social well-being of the youth, the students. They are encouraged to go to schools of all levels to utilize their God-given talents for self-development and, collectively, for nation building. They are encouraged further to join all kinds of organizations that foster camaraderie and instill brotherhood.
2. Historically, fraternities were founded to promote brotherhood and camaraderie among groups of people, including students in colleges and universities. Fraternities and other student-organizations must serve to forge not only brotherhood as the ultimate bonding of all men and women inside and outside the confines of universities, but must exist to preserve the value of human life. Their talents and energies must be channeled and utilized for collective development.
3. Recent events involving fraternities tend to erode the moral values inculcated by parents and the educational institution. Students' dedication to study, respect for authority, observance of the rules and regulations of educational institutions are ignored. Existing laws and other administrative issuance's seem not enough to deter some students to inflict physical and mental injuries on others and, in so many instances, cause the loss of life of students.

4. In order to have an atmosphere of brotherhood among fraternities and other student organizations, all educational institutions of higher learning are encouraged to promote programs and projects that will produce responsible students and will instill the value of human life for a productive future. The following preventive measures are therefore suggested:
 - 4.1 Monthly meetings of heads of fraternities in a Council of Equals.
 - 4.2 Regular gatherings of fraternity members through sports, cultural events and joint community projects where there are cross memberships.
 - 4.3 Reporting of a potential conflict to the head of the fraternity as a standard procedure. The head in turn will patch it up with his counterpart.
 - 4.4 Internal policing by the fraternities themselves.
 - 4.5 Long-term re-orientation of role of fraternity to move away from macho conflicts into a society of brotherhood that stresses studies, productivity, creativity, and sense of community and nationhood.
 - 4.6 More interaction between the School Administration and the fraternities.
 - 4.7 Parents informed about the participation of their children in fraternities.
 - 4.8 Use of fraternity alumni members to counsel resident members.
 - 4.9 Fraternities be obliged to have ethical code in their organizational vision and objectives which should include a commitment to solve problems in a peaceful and friendly way.
5. In order to deter violence among Fraternities the following sanctions shall be strictly carried out:
 - 5.1 Automatic expulsion of any fraternity member for:

- a. Starting or taking the offensive action that clearly provokes violence.
 - b. Carrying of knives, sticks, pipes, guns and other deadly weapons in schools.
 - c. Extortion
- 5.2 60 days suspension of all officers of a fraternity found guilty of starting action that will provoke violence.
- 5.3 Suspension of guilty fraternity for one year for the first offense and permanent ban for the next offense.
- 6. Higher Education institutions must fully assume authority and responsibility in dealing with fraternities and other students' aggrupations. They are enjoined to closely monitor and supervise the enumerated preventive measures and sanctions herein above stated.
- 7. Immediate dissemination for this order is desired.

(SGD) RICARDO T. GLORIA
Chairman

APPENDIX G. ACT DECLARING SEXUAL HARASSMENT UNLAWFUL

Republic of the Philippines
CONGRESS OF THE PHILIPPINES
Metro Manila
Third Regular Session
Begun and held in Metro Manila, on Monday;
the twenty-fifth day of July, nineteen hundred and ninety four

—oOo—

[ACT NO. 7877]

AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

- SEC. 1 Title - This Act shall be known as the Anti-Sexual Harassment Act of 1995,
- SEC. 2 Declaration of Policy - The State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.
- SEC. 3 Work, Education or Training-related Harassment Defined. - Work, education or training related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, or any other person, who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

- (a) In a work-related or employment, sexual harassment is committed when:
 - (1) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual favorable compensation, terms, conditions, promotions, or privileges; or the refusal to grant the sexual favor result in the limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee.
 - (2) The above acts would impair the employee's rights or privileges under existing labor laws; or
 - (3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.
- (b) In an education or training environment, sexual harassment is committed:
 - (1) Against one who is under the care, custody or supervision of the offender;
 - (2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
 - (3) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships or the payment of a stipend, allowance or other benefits, privileges, or considerations; or
 - (4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Any person who directs or induces another to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed shall also be held liable under this Act.

SEC. 4. Duty of the Employer or Head of Office in a Work-related Education or Training Environment - It shall be the duty of the employer or the head of the work-related, educational or training environment or institution to prevent or defer the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

- (a) Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedures for the investigation of sexual harassment cases and the administrative sanctions therefore.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

The said rules and regulations issued pursuant to this subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

- (b) Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainers and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall conduct the investigation of alleged cases constituting sexual harassment.

In the case of work-related environment, the committee shall be composed of at least one (1) representative each from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees.

In the case of the educational or training institutions, the committee shall be composed of at least one (1) representative from the administration, the trainers, teachers, instructors, professors or coaches and students or trainees, as the case may be.

The employer or head of office, educational or training institutions shall disseminate or post a copy of this Act for the information of all concerned.

- SEC. 5. Liability of the Employer, Head of Office, Educational or Training Institution. - The employer of head of office, educational or training institution shall be solidarity liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken thereon.
- SEC. 6. Independent Action for Damages. - Nothing in this Act shall preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.
- SEC. 7. Penalties. - Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not less than ten thousand pesos (P10,000) or more than twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court. Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.
- SEC. 8. Separability Clause. - If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.
- SEC. 9. Repealing Clause. - All laws, decrees, orders, rules and regulation, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.
- SEC. 10. Effectivity Clause. - This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.

Approved,

(SGD.) EDGARDO J. ANGARA
President of the Senate

(SGD.)JOSE DE VENECIA, JR.
Speaker of the House of Representative

This Act which is a consolidation of House Bill No, 9425 and Senate Bill No. 1632 was finally passed by the House of Representatives and the Senate on February 8, 1995.

(SGD.) EDGARDO E. TUMANGAN
Secretary of Senate

(SGD.) CAMILO L. SABIO
Secretary General
House of Representatives

(SGD.) FIDEL V. RAMOS
President of the Philippines

published on February 18, 1995, Malaya, Manila, Philippines

APPENDIX H. POLICIES AND GUIDELINES FOR THE PREVENTION AND INVESTIGATION OF SEXUAL HARASSMENT CASES

1. **Committee on Decorum**

Pursuant to Section 4 (b) of the Anti-Sexual Harassment Act 1995, a Committee on Decorum and Investigation is created and permanently constituted, hereinafter called the committee.

1.1 **Principal Function**

The Committee shall conduct meetings and orientation sessions with officers and employees, instructors, teachers, professors, trainers, coaches, trainees or students to increase awareness and understanding of sexual harassment as penalized by law; take steps to prevent incidents of sexual harassment; and initiate and conduct investigations of violations of the Anti-Sexual Harassment Act of 1995 in general, and any of the prohibited acts defined in these implementing policies and guidelines, in particular.

1.2 **Composition.** The Committee shall be composed of the following:

- 1.2.1. The VPAR as chair,
- 1.2.2. The Faculty Association President representing the Faculty,
- 1.2.3. The President of the Student Council representing the students, and
- 1.2.4. The President of the Employees' Association representing the staff.

The Committee shall report to the Executive Vice-President.

1.3 **Specific Powers and Functions**

- 1.3.1 Conducts meetings and consultations with sectors of the academic community.

- 1.3.2 Promulgates rules or guidelines as may be necessary for the effective implementation of the Anti-Sexual Harassment Act of 1995.
- 1.3.3 Undertakes activities in information dissemination, consciousness-raising and over-all better appreciation by the, academic community of the issues relating to sexual harassment.
- 1.3.4 Constitutes the proper sub-committee for the investigation and hearing of a sexual harassment case.
- 1.3.5 Exercises other powers as may be necessary to effectuate the Act.

1.4 **Jurisdiction**

The Committee shall have jurisdiction over all (a) employees, whether regular or probationary, (b) faculty, whether full-time or part-time, (c) all other employees who have subsisting and executory employment contracts with the University, verbal or written or on a trimestral or yearly basis, and (d) all students.

2. **Sub-committee to Hear and Investigate Sexual Harassment Cases**

Upon receipt of a complaint alleging sexual harassment committed by any person over which it has jurisdiction, the Committee shall constitute an ad hoc sub-committee to investigate, hear and decide the case, hereinafter called the Sub-committee.

2.1 **Composition**

The Sub-Committee shall be composed of at least three members designated by the Committee in accordance with implementing guidelines.

2.2 **Powers and Functions**

- 2.2.1 Investigates, hears and decides sexual harassment cases for which it was constituted.

- 2.2.2 Issues subpoenas and other necessary writs and processes for the effective, efficient, objective, impartial and expedient disposition of cases.
- 2.2.3 Makes factual and administrative findings, renders the corresponding decision, and imposes the appropriate penalty in accordance with these policies and guidelines.
- 2.2.4 Exercises other powers necessary to effectuate the Anti Sexual Harassment Act of 1995.

3. **Type of Offenses**

3.1 **Forms of Prohibited Acts**

- 3.1.1 Physical assault of a sexual nature, such as but not limited to:
 - 3.1.1.1 rape, sexual battery, molestation, or attempts to commit these assaults; and
 - 3.1.1.2 intentional physical conduct which is sexual in nature, such as touching, pinching, palling, grabbing, brushing against the victim's body, or poking the victim's body.
- 3.1.2 Unwanted sexual advances, propositions or other sexual comments, such as but not limited to:
 - 3.1.2.1 sexually-oriented gestures, noises, remarks, jokes, or comments about a person's sexuality or sexual experiences directed at or made in the presence of the complainant who indicates or has indicated in any way that such conduct in his or her presence is unwelcome;
 - 3.1.2.2 preferential treatment or promise of preferential treatment to the complainant.

- 3.1.2.3 subjecting or threats of subjecting, the complainant to unwelcome sexual attention or conduct or intentionally making performance of the complainant's task more difficult because of that complainant's sex.
 - 3.1.3 Relations for sexual harassment complaints, such as but not limited to:
 - 3.1.3.1 disciplining, changing work assignments of, providing inaccurate work information to, or refusing to cooperate or discuss work or school related matters with the complainant because he or she has complained about or resisted harassment, discrimination or retaliation; and
 - 3.1.3.2 intentionally pressuring, falsely denying, lying about or otherwise covering up or attempting to cover up conduct such as that described in any item above.
 - 3.1.4. Other acts:
 - 3.1.4.1 The above is not to be construed as an all inclusive list of prohibited acts under these policies and guidelines.
 - 3.1.4.2 Sexual harassment is unlawful and hurts all members of the academic community. Sexually-oriented acts or sex-based conduct have no legitimate purpose in an educational institution. Accordingly, anyone who engages in such conduct should be and will be made to bear the full responsibility for such unlawful conduct.

4. Procedures

4.1 Complaint

4.1.1 A formal charge or complaint in writing under oath shall be filed with the chair of the Committee by the aggrieved party or by any person having direct knowledge of the commission of the act accused of, or by the University. In the event the University is the complainant the aggrieved party (the victim) shall be the principal witness. The complaint shall be in writing and under oath. It shall contain the following information:

4.1.1.1 the name of the person or persons against whom the complaint is filed; and

4.1.1.2 a narration of the pertinent facts and circumstances of the case.

The complaint shall be signed by the complainant and sworn to.

4.1.2 The respondent shall be notified by the Committee in writing of the complaint filed against him with a copy of the complaint attached at least five (5) days prior to the scheduled hearing.

4.2 Answer

4.2.1 Respondent shall be required to answer the complaint in writing, under oath within three (3) days from receipt of the complaint.

4.2.2 Failure of the respondent to file an answer within the prescribed period shall be deemed an admission of the principal act complained of.

4.3 Notice of Hearing

Upon receipt of the answer or should respondent fail to file an answer, the case shall be scheduled for hearing and the

corresponding notice of hearing shall be issued to the parties by the Sub-Committee. If the victim of sexual harassment is a student, the parents or guardian shall also be sent a copy of the notice. The issuance of a notice of hearing shall be mandatory.

4.4 **Hearing**

On the day of the hearing, the procedures shall be as follows:

- 4.4.1 In sexual harassment cases, the appearance of counsel shall be allowed. However, it shall be the responsibility of the parties to see to it that their lawyers have the time to attend to the case, shall adhere strictly to the rules, and shall not cause unnecessary delay of the proceedings. In any event, the Chair of the Sub-Committee shall exercise complete control of the proceedings at all stages. He or she shall use every and all reasonable means to ascertain the facts in each case speedily and objectively and without regard to the technicalities of law or procedure, all in the interest of fair play.
- 4.4.2 Should the complainant fail to appear on the scheduled initial hearing despite notice, the case shall be dismissed. On the other hand, should the respondent fail to appear for the initial hearing after due notice and without sufficient cause, this shall be placed on record and the hearing shall proceed ex-parte without prejudice to the respondent's appearance in subsequent hearings.
- 4.4.3 Evidence (testimonial or documentary) shall be limited to the allegation in the written complaint or answer.
- 4.4.4 Witnesses shall testify under oath.
- 4.4.5 The Chair may rule on the exclusion of other witnesses when a witness for the same party testifies, and shall be allowed re-entry only when their respective turns to testify come. He or she shall likewise have the power to rule on the admissibility of evidence presented, or testimony given.

- 4.4.6 The hearing shall be completely under the control of the Chair of the Sub-Committee. He or she shall conduct the examination of the complainant and his or her witnesses as well as those of the respondent and his or her witnesses. Other members of the Sub-committee may only ask clarificatory questions.
- 4.4.7 The respondent may be represented by counsel but only for the purpose of seeing to it that due process is observed. He or she cannot, however, ask questions. If parents of the parties are present during the hearing, they shall be there only as observers.
- 4.4.8 A record of the entire proceeding shall be taken in stenographic notes properly transcribed and filed in the records of the case. The proceedings may likewise be tape recorded by the Board, and shall likewise be filed immediately with the Chair, who shall take custody of all the records of the proceedings. The parties may be furnished copies of the transcript of stenographic notes and/or tape recording upon request but only after paying a reasonable fee.

4.5 **Decision**

- 4.5.1 The duty of the Sub-Committee shall be to find and establish facts which shall be the basis for the Sub-Committee to render a decision in the manner provided.
- 4.5.2 A majority vote of the Sub-Committee shall be sufficient to pass a judgment in a case. But if the penalty imposed is dismissal, a unanimous vote shall be necessary. It shall be the duty of all members of the Sub-Committee to cast their votes. No abstentions shall be allowed.
- 4.5.3 The Sub-Committee shall render a decision within five days from the date of the last hearing which decision shall be in writing stating the reasons for the decision. Copies of the decision shall immediately be furnished to all parties, to the

Committee and to the Executive Vice President. A copy of the decision together with a copy of the complaint shall be filed in and form part of the record of the respondent with the University.

- 4.5.4 Any party not satisfied with the decision rendered may file a motion for reconsideration with the office of the Executive Vice-President stating the grounds therefore, within five days from receipt of the decision. Only one motion for reconsideration will be allowed and entertained. The decision of the Sub-Committee shall immediately become final and executory if neither party avails of this remedy within the prescribed period.

4.6 **Sanctions**

Sanctions shall be determined according to the gravity of the offense.

- 4.6.1 The penalties imposable in cases of proven sexual harassment are:
 - 4.6.1.1 Severe reprimand
 - 4.6.1.2 Suspension without pay, with prejudice to subsequent promotion, reclassification and permanency.
 - 4.6.1.3 Dismissal from the University upon clearance from the Department of Labor and Employment.
- 4.6.2 Any person's first proven offense of assault or threat of assault, including assault of a sexual nature, shall result in dismissal. The commission of acts other than assault may result, if the circumstances warrant so, in non-disciplinary oral counseling upon alledged first offense, written warning, suspension or discharge upon the first proven offense, depending upon the nature and severity of the misconduct, and suspension or discharge upon the second proven offense, depending on the nature and severity of the misconduct.

Alleged retaliation against a sexual harassment complainant will result in non-disciplinary oral counseling. Any form of proven retaliation will result in suspension or discharge upon the first proven offense, depending upon the nature and severity of the retaliatory acts, and discharge upon the second proven offense.

- 4.6.3 In cases where the impossible penalty appears harsh or incongruent to the offense or the circumstances attending the commission of the offense thereof, the Sub-Committee shall nonetheless mete out the proper penalty under these rules. The Sub-Committee, in these cases, may, however, recommend to the EVP that such imposed penalty be commuted or reduced.

4.7 **Appeal**

- 4.7.1 The party aggrieved by the decision of the Sub-Committee may file, an appeal to the Executive Vice President through the Committee within five (5) working days from receipt of the decision.
- 4.7.2 A perfected appeal of the decision shall not stay the execution of the sanction meted out by the decision. However, in case of reversal of the decision on appeal, execution of the sanction shall not in any way prejudice the respondent.
- 4.7.3 Upon lapse of five (5) working days from receipt of the decision by the respondent, in the absence of a perfected appeal within such period, the decision shall be immediately executory, final and unappealable.
- 4.7.4 The Executive Vice President shall decide the appeal within five (5) working days from receipt of the records or submission of the last required pleading, if any, or upon lapse of the period therefore. Such decision shall be immediately executory, final, and unappealable.

4.8 **Resort of the Courts**

- 4.8.1 All complainants, respondents, and witnesses, upon submission to the jurisdiction of the Committee shall be bound to respect the proceedings therein and wait for final termination thereof, including appeal proceedings, before resorting to the courts.
- 4.8.2 In recognition of the primary jurisdiction of the University over them, the complainants, respondents and witnesses shall be bound to respect and abide by the procedures and policies of the Committee herein as well as any other rules heretofore promulgated and duly published, and shall, thus, refrain from hampering, interrupting or frustrating, willfully or otherwise, said proceedings or any incidents thereof, by obtaining any appropriate writ or process from the courts.
- 4.8.3 Nothing shall be interpreted, construed or deemed to diminish the rights of the parties under the law.

4.9 **Malicious Prosecution**

- 4.9.1 While the University is totally committed to the safeguarding of the rights of all members of the academic community against sexual harassment, it is likewise the policy of the University to protect the same members from any malicious accusation and prosecution involving alleged acts of sexual harassment which may, however, be, in fact, baseless and even non-existent.
- 4.9.2 While recognizing that sexual harassment involves the use of power and ascendancy by a superior against a subordinate, it must be conceded that the threat to accuse and prosecute another involving alleged sexual harassment, is also an instrument to wield power over another.
- 4.9.3 To deter malicious, vindictive, or baseless accusation and prosecution by one against another involving alleged acts of sexual harassment.

- 4.9.3.1 The University shall require that all pleadings filed with the Sub-Committee be under oath and duly notarized.
- 4.9.3.2 The University shall endeavor to place the complainant, respondent, and witnesses under oath whenever asked to testify before the Sub-Committee.
- 4.9.3.3 The Sub-Committee shall, as far as practicable, observe the demeanor of the complainant, respondent and witnesses as an indicia or their own credibility as well as the credibility of their claims and testimonies.
- 4.9.3.4 The Committee shall accordingly publish these policies and guidelines for the information and guidance of the entire academic community.

APPENDIX I. ALMA MATER HYMN

Hail, Hail
Alma Mater
Hail to De La Salle!
We'll hold your banner
High and bright,
A shield of green and white,
We'll fight to keep
Your glory bright,
And never shall we fail,
Hail to thee our Alma Mater!
Hail! Hail! Hail!

ADDENDUM

1. Section 6.6.2 (p. 21, paragraph 3)

The section is amended to read:

Only regular courses and residency may be enrolled on-line. Non-coursework enrollment shall be done manually at Window 8 of the Office of the University Registrar following the schedule below:

Written Comprehensive Exam	- Week 5 to 6
Oral Comprehensive Exam	- Week 9
Thesis/Dissertation Writing 1 only	- Week 9
Thesis/Dissertation Writing 1 onwards	- Week 1 to 2
Proposal Defense	- Week 1 to 9
Final Defense	- Week 1 to 7

2. Section 6.8 (p. 22 to 23)

The section is amended to read:

No enrollment in regular courses will be entertained once the term has started. Only the following special enrollment will be allowed, subject to the corresponding deadlines:

- 6.8.1 Special classes (courses which are not offered as regular courses) – up to end of Week 2 of the term. A dissolved class may also be converted to a special class.
- 6.8.2 Residency – up to the end of Week 2 of the term, done on-line;
- 6.8.3 Practicum and Thesis/Dissertation Writing – up to the end of Week 2 of the term, except for Thesis/Dissertation Writing 1 which may additionally be enrolled during Week 9 of the term;
- 6.8.4 Written Comprehensive Exam – from Week 5 to end of Week 6 of the term;
- 6.8.5 Oral Comprehensive Exam – during Week 9 of the term only;
- 6.8.6 Thesis/Dissertation Proposal Defense – up to the end of Week 9 of the term; and

- 6.8.7 Thesis/Dissertation Final Defense – up to the end of Week 7 of the term;

3. **Section 8.3 (p. 26)**

The section is amended to read:

The guidelines for enrollment in comprehensive examinations are listed below:

- 8.3.1 The enrollment for WCE is similar to that for a regular course. However, this is done manually at the Office of the University Registrar (OUR) from Week 5 to the end of Week 6 of the term;

- 8.3.2 <No change>

- 8.3.3 <No change>

4. **Section 8.6.1 (p. 27)**

The section is amended to read:

The enrollment for OCE is similar to that for a regular course. However, this is done manually at the OUR during Week 9 of the term only.

5. **Section 9.2.1.1 (p. 27)**

The section is amended to read:

The thesis/dissertation writing course is enrolled similar to a regular course. However, this is done manually at the Office of the University Registrar (OUR) up to the end of Week 2 of the term only. However, enrollment in Thesis/Dissertation Writing 1 may additionally be done during Week 9 of the term.

6. **Section 9.2.1.5 (p. 28)**

The section should read:

The assessment for thesis writing course has three components: (1) Tuition, (2) Research Supervision, and (3) Miscellaneous, scheduled as follows:

Thesis Writing	Tuition	Research Supervision	Miscellaneous
1	⊖		⊖
2 to 9	Enrolled with zero (0) unit	⊖	⊖

7. Section 9.2.1.7 (p. 28)

The section should read:

The assessment for dissertation writing course has three components: (1) Tuition, (2) Research Supervision, and (3) Miscellaneous, scheduled as follows:

Dissertation Writing	Tuition	Research Supervision	Miscellaneous
1	⊖		⊖
2	⊖		⊖
3 to 15	Enrolled with zero (0) unit	⊖	⊖

8. Section 9.2.1.8 (p. 28)

The section should read:

A student who goes beyond the enrollment validity for thesis/dissertation shall be required to retake the thesis/dissertation cycle, that is, starting from Thesis/Dissertation Writing 1.

9. Section 9.2.2.1 (p. 29)

The section is amended to read:

Only if and when the adviser has approved the defense of the thesis/dissertation should the student enroll for proposal defense. The enrollment is done manually at the OUR up to the end of Week 9 of the term only.

10. Section 9.2.3.1 (p. 29)

The section is amended to read:

Only students who have successfully completed the Proposal Defense are qualified to enroll for the Final Defense. The enrollment is done manually at the OUR up to the end of Week 7 of the term only.

11. Section 10.5 (pp. 32-33)

This section will not be applicable to students with ID# 106 and above