



FATHER
SATURNINO
URIOS
UNIVERSITY

STUDENT

HAND BOOK

S.Y. 2020-2021



Introduction

Father Saturnino Urios University, conscious of the importance of providing the students with information necessary in making their stay in the University meaningful, formulated this Student Handbook.

Students enrolled are expected to willingly abide by all the regulations of the University.

The rules and regulations contained herein apply to all bona fide College students who, upon admission, agree to abide by them. All students must be familiar with these regulations. Ignorance excuses no student from the observance of these regulations or from the penalty arising from violation of such regulations.

Other rules not provided for in this handbook, such as but not limited to the different program educational policies, shall be made known to the students through bulletin board postings, special manuals, announcements and other convenient means like general and classroom orientations.

Every student should have a copy of this handbook.



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Goals of the Higher Education

The Higher Education endeavors to produce mature Christian Filipinos, who are proud of their heritage, are professionally competent, technologically skilled, scientifically trained, socially responsible and spiritually nourished through:

1. an integrated religious education program for total human development and social transformation;
2. an interdisciplinary and trans-disciplinary curriculum, responsive to the local and global need of humanity and mother earth and promotive of creativity and inventiveness;
3. an instructional program that is research and IT based and strengthens critical, reflective and insight thinking;
4. a functional research program that enhances personal growth and professional expertise;
5. an extension program that promotes leadership capabilities, sensitive awareness of community needs, and effective involvement;
6. a student development program that is in solidarity with the nationalist and civil society organizations; and
7. a culture and arts program that celebrates aesthetically the life and faith of the people.



Goals of the Graduate Studies

The Graduate School aims to provide an intensive academic and professional foundation for those who are determined to occupy managerial positions or for those who wish to improve their managerial skills in educational, business, health and public administration.

Based on a sound Christian philosophy of life, the program of study aims to:

1. develop potentialities of every graduate student for management competencies;
2. train and encourage leadership in search for new knowledge needed for development of people and their community.
3. enhance participation in programs and projects towards cultural, economic, socio-political and spiritual upliftment of the people;
4. translate management theories into real working concepts for an innovative and updated management and administration of educational, business, health, and public institutions.



Goals of the College of Law

The College of Law aims to:

1. prepare students for the practice of law;
2. increase awareness among members of the legal profession of the needs of the poor, deprived and oppressed sector of society.
3. train the students for leadership.
4. Contribute towards the promotion and advancement of justice and the improvement of its administration, the improvement of legal institutions in the light of the laws in the Philippines and in other countries.
 - 4.1 Legal education shall aim to accomplish the following objectives:
 - 4.1.1 To impart among law students a broad knowledge of the law and the various fields of the legal institution.
 - 4.1.2 To enhance their legal research abilities to enable them to analyze, articulate, and apply the law effectively, as well as follow them to have a holistic approach to legal issues and problems;
 - 4.1.3 To prepare law students for advocacy, counseling, problem solving and decision-making to deal with the recognition of legal problems of the present and the future;
 - 4.1.4 To develop competence in any fields of law as is necessary for gainful employment sufficient as a foundation for the future;
 - 4.1.5 Training beyond the basic professional degree, and to develop in them the desire and capability for continuing study and self-improvement;
5. inculcate in them the ethics and responsibilities of the legal profession; and
6. produce lawyers who conscientiously pursue the lofty ideals of their profession and faithfully adhere to the ethical norms.



Goals of the Arts and Sciences Program

The Arts and Sciences Program is the womb that nurtures the academic growth of the university. The two years of general education in all programs are taken care of by the Arts and Sciences. The program primarily develops the student's worldview, which translates into competencies in the understanding of the self as an individual, the dynamics of the team, the school as an organization, the society, nation and the world as a macro environment. It therefore provides the lens by which the students magnify the reality within himself/ herself and the eyes by which he/she sees the world around.

The Arts and Sciences aims to:

1. provide a responsive general education that makes the students think locally and act globally;
2. form individuals who are critical thinkers, insightful and reflective, and responsive to the needs of others in the spirit of a diocesan orientation;
3. develop competencies in research, arts and culture and the expertise in the chosen fields of specialization;
4. present a balanced curriculum that emphasizes theory and practice to allow the students to integrate into the mainstream of society;
5. train the students for leadership skills, social responsibility and active involvement in the Basic Ecclesiastical Communities;
6. harness skills in the use of information technology that will enable students to connect with, link-up or establish partnership with citizens of the global community.



Goals of the Accountancy Program

The Accountancy Program aims to develop students as empowered professionals in accountancy guided by Catholic principles and virtues, equipped with strong liberal education for the social, cultural and economic upliftment.

Thus, it aims to:

1. provide students with a relevant curriculum that is founded on liberal education, sensitive to the changes in the locality, country and the world, delivered through cooperative learning and alternative methodologies that are inquiry-based and data-based;
2. equip the students with nationalistic and other values of services, social responsibility, justice and peace, self-determination, and with a heart for the people and the community;
3. develop holistically in the students the quality of professional practice anchored on the skills of critical thinking, communication and research towards a locally-based yet globally competitive and knowledge workers;
4. Continually update the curriculum and teachers on current trends of development.



Goals of the Business Administration Program

The Business Administration Program aims to develop students and faculty to be proactive professionals in business and industry guided by Catholic principles and virtues, equipped with strong liberal education for the social, cultural and economic development of society.

Thus, it aims to:

1. Provide students with a relevant curriculum anchored on liberal education, sensitive to the changes in the locality, country and the world, delivered through cooperative learning and alternative methodologies that are inquiry-based and data-based;
2. Nurture in the students the value of nationalism, service, social responsibility, justice and peace, self-determination, and with a deep concern for people and environment;
3. Develop holistically in the students managerial and entrepreneurial competencies and other skills such as critical thinking, communication and research towards a locally-based yet globally competitive knowledge workers and industry leaders;
4. Continually update teachers and enrich the curricula for technological innovations, trends and other developmental changes in business and information technology.



Goals of the Computer Studies Program

The Computer Studies Program aims to produce IT professionals that have the analytical, experimental, and professional skills needed throughout their careers to identify, formulate and solve problems; to address the technical, business, societal and ethical aspects of problem solutions; exhibit professional and personal integrity, cultural awareness and ethical behavior in the practice of their profession; who possess Filipino and Gospel values and who are empowered to catalyze change for efficiency as they endeavor to become effective team workers.

Thus, the Computer Studies Program aims to:

1. Provide a responsive curriculum based on the needs of the society and the fast-changing technology, anchored on the Christian and Filipino Spirituality to possess the theoretical, practical and professional knowledge, attitude and skill necessary for them to be immediately productive upon entering the work force or advanced study;
2. Develop research skills to contribute significantly to the discovery of new knowledge and methods that enhance the theory and practice of computer science and information and communication technology.
3. Contribute in increasing the awareness, enthusiasm, and creativity of students, faculty, administrators and staff to the application of Information Technology in the different fields;
4. Provide services to the community via programmed offerings, governance, and community extension programs;
5. Establish and maintain linkages in the community and the world through ICT.



Goals of the Engineering & Technology Program

The Engineering and Technology Program aims to turn out technically competent graduates with Catholic orientation who can contribute to the industrialization and economic progress of the country, particularly Region XIII.

To achieve this aim, the Engineering and Technology Program endeavors to:

1. equip students with technical knowledge to enable them to understand and appreciate advances in science and technology;
2. train students in creative thinking and logical reasoning through proficiency in Mathematics and Sciences;
3. develop skills necessary for the application of professional Engineering proficiencies;
4. cultivate in the student's appreciation of and respect for the dignity of work to contribute to community development.



Goals of the Nursing Program

The Father Saturnino Urios University Nursing Program aims to develop compassionate, sentient, rational, pro-active professional nurses and health care providers with a Christian orientation and values and who can contribute to the upliftment of the health standards in the home, hospital, immediate community and the country side, geared towards a reformed society with mature faith, nationalistic attitude, good health practices and economic self-sufficiency.

To this end, the Nursing Program aims to produce professional nurses and health care providers who have:

1. Gained sensitive awareness to the health needs of society as well as a commitment to the alleviation of problems arising therefrom with preferential option of responding to the health of the poor, sick, underserved and marginalized Filipinos.
2. Acquired the necessary knowledge, skills and attitude for the promotion of health, prevention of illness, restoration of health and the alleviation of human suffering;
3. Developed critical, creative and reflective thinking in the practice of and through the use of the health/nursing process, the utilization of research findings and in the involvement of culture and arts program.



Goals of the Teacher Education Program

The Teacher Education Program commits to the continuing formation and transformation of a person for his/her integral development, guided by principles of truth, justice, peace and integrity of creation in the service of humankind, country and God.

To this end, the Teacher Education Program endeavors to:

1. Equip itself with a thorough understanding of the learner, knowledge of wholesome teaching principles, methods and techniques, and appropriate evaluative tools and techniques and develop the ability to discern the worth of ideas and procedures and to try them out in the classroom;
2. Live out their identity as Filipinos, to be productive and determined citizens through instruction and experimental activities, exposure, immersion, and value clarification;
3. Instill in themselves critical thinking in search for truth through research, curricular, co-curricular and extra-curricular involvement;
4. Cultivate a communitarian spirit in order to establish linkages and networking through research, educational technology and community extension services;
5. Form themselves to become instruments of evangelization and catalysts of change through dynamic, social, cultural, political, economic and spiritual activities in a local and global environment.



Goals of the Criminology Program

The Criminology Program aims to develop prudent, competent and Christ-centered law enforcers who can be instrumental in upgrading the image of the police service in the country today to ensure that the people in the community is given the desired professional, just and quality service which is an indispensable tool to win back their hearts and minds.

To achieve this, the Criminology Program endeavors to:

1. Provide a well-founded curriculum that is responsive to the demands of the modern world with emphasis on Christianity and Patriotism;
2. Train students in crisis management, criminal etiology and epidemiology, juvenile delinquency, victimology and community relations;
3. Equip students with technical knowledge germane to forensic sciences, investigation and law;
4. Establish and maintain linkages with the different law enforcement agencies which will help enhance the knowledge, skills and attitudes essential to the practice of criminology in the field.



URIOS HYMN

Seat of wisdom and of knowledge,

In this southern timberland.

Fountain you will always be
of the love of man for man.

In your fold the youth awakens,

to the sacred noble truth,

that for man to find happiness
is to serve his fellowmen.

Father Urios, hail to you!

We your children far and near,

Shall your truth forever hold,

Shall your name forever bear.



Core Values

The Core Values of Father Saturnino Urios University spring from the cultivation of the Kingdom-gospel values of love for others, especially the poor, the needy and Mother Earth, Justice, Freedom, Truth, Peace and a deep sense of sanctity/religiosity.

The Core Values are reflected in the personal and social life of the Urian. Operative in the institution as a community of scholars, these Core Values are:

- U** - **Unity** and community life, collegiality and subsidiarity in administration and management;
- R** - **Religiosity** and a deep sense of God, celebrated in the liturgy and actions on behalf of justice and peace; and responsibility in the readiness to respond to the Call of the Times;
- I** - **Integrity** and commitment to truth, academic freedom, research, professionalism, and industry;
- A** - **Altruism** as being for others, Love as other-orientedness, with a preferential option for the poor, the needy and care for the Integrity of Creation;
- N** - **Nationalism** and democracy, pride in our Filipino and indigenous heritage, commitment to national independence and community building for social transformation and development.



HISTORY OF FATHER SATURNINO URIOS UNIVERSITY

On October 21, 1901, Rev. Father Saturnino Urios, Spanish member of the Society of Jesus (SJ) opened a boys' school in Butuan. The school, a low building made of brick, was adjacent to the old church of Butuan. The laws of the public schools then included the prohibition of teachers to speak of any religion. The Spanish clergy of the Philippines, one of whom was Rev. Fr. Urios, aimed to establish free Catholic schools where the Filipino youth could develop not only their intellectual but also their moral and religious capabilities. Rev. Fr. Urios suffered severe intimidations from the American non-Catholic soldiers who were at the same time the teachers of the public schools. They wanted him to give up his boys' school. But Rev. Fr. Urios stood firm on his decision to provide free Catholic education, at least in Butuan.

When the state started asserting more rigorously its influence and control over public and private schools sometime in 1927 Fr. Jose Buxo, the last Spanish Jesuit priest in Butuan, worked to gain government recognition of the parochial school as an elementary school. Aside from the problems involved in seeking recognition of the school from the government, the Jesuits consistently struggled at maintaining the school amidst financial difficulties.

The new American military government in the 1900s forced the exodus of Spanish priests, which led Vatican officials to commission the Dutch *Missionario Sagrado Corazon/ Missionarii Sacris Cordis* (MSC) or Missionaries of the Sacred Heart to the province of Surigao, to which Butuan belonged at that time. The first MSC's arrived on December 8, 1908.

In Butuan, after Rev. Fr. Saturnino Urios, SJ, founder of the Butuan Parochial School, died on October 27, 1916, other Jesuits took over the management of the elementary school. On December 8, 1935, five Dutch MSC Fathers who were previously posted in Surigao replaced the few remaining Spanish Jesuits in Agusan. One of the early major achievements of these MSC's was the rebuilding of the Church of Butuan and the Butuan Parochial School in 1937.

In 1939, the MSC Fathers opened the high school department and changed the name Butuan Parochial School to Father Urios High School in memory of Rev. Fr. Urios. In April 1941, Rev. Fr. Antonius Jansen, Dutch MSC, became the first principal of Fr. Urios High School.

Then World War II broke out. The Japanese invasion of the Philippines on December 8, 1941 halted all normalcy in homes, schools and government. After the ravages of war, the slow and tedious work of reconstruction began.



The bombed and burned buildings – houses, hospitals, churches, municipal halls and schools were rebuilt. It was only in 1945, after liberation was completed, that Rev. Fr. Antonius Jansen was reinstated as principal of Fr. Urios High School. Rev. Fr. Jansen led the reconstruction of the damaged elementary building and the construction of another wooden building for the high school beside the convent.

Rev. Fr. Jansen has also been credited the granting of government recognition to Fr. Urios High School on July 1, 1947. Moreover, he became the first rector of the school. The high school department turned out its first graduates in 1948. It was also in 1947 when Miss Aurora Rosales, a Butuanon, was chosen as the principal of elementary school, a position she held until 1979.

From 1947 to 1954, Rev. Gerald Tangelder, Dutch MSC, was the rector of Father Urios High School and was responsible for the opening of the college department in 1950. The school once more got a new name – Urios College. The college department opened with four government-recognized courses. These were the two-year Associate in Arts (AA), two-year Associate in Commercial Science (ACS), Two-year College of Education and Two-year Junior Normal (ETC).

In 1954 to 1955, Rev. Fr. Venancio Portillo became the only Filipino MSC rector of Urios College. Four-year courses were granted government recognition during his term. The courses were Bachelor of Arts (AB), Bachelor of Science in Commerce (BSC) and Bachelor of Secondary Education (BSE).

The fourth rector of Urios College was Rev. Fr. Francisco Van Dijk, MSC, whose term was from 1955 to 1959. One four-year course, the Bachelor of Elementary Education (BEE) got government recognition in 1958 and the One-year Certificate Secretarial Course was recognized the following year.

The rectorship of Rev. Fr. Henry Van Engelen, MSC was from 1959 to 1960 and 1963 only but he was attributed the 30% increase in the school's income as a result of his series of dialogues with the PTA (Parents Teachers Association) of the Grade School and High School.

The sixth rector of Urios College, Rev. Fr. George Haggensburg served from 1960 to 1963. He conceptualized two programs, the Study Now Pay Later and the Faculty Development. This earned him praises and gratitude from both students and teachers.



Rev. Father Haggenburg returned as rector of Urios College for seven years more (1964 to 1971). The growth and expansion pushed Rev. Fr. Haggenburg to respond by constructing the concrete college building to accommodate more enrollees.

The first appointed bishop of the Diocese of Butuan and Agusan was Msgr. Carmelo D.F. Morelos, a Filipino. He organized the Diocesan Education Board (DEB) whose main function was to supervise all Catholic schools in Agusan and Butuan City. Urios College, being a diocesan school, was a recipient of the overseeing of the Bishop. On December 28, 1970, the school was duly registered with the Securities and Exchange Commission (SEC) using a new name – Urios College, Inc., a non-stock and non-profit corporation, thus giving it more legal rights as an educational institution.

Rev. Fathers Haggenburg and Engelen, both believers of quality institution, maintained the Faculty Development Program. Many teachers had availed this scholarship program and later became administrators.

Article XV Section 7 of the 1973 Philippine Constitution stated that: "The control and administration of educational institutions of the Philippines shall be vested in citizens of the Philippines . . ." This mandate for the Filipinization of schools run by foreigners put an end to the administration of the Dutch MSC. On September 24, 1976 the Board of Trustees chaired by Msgr. Carmelo D.F. Morelos, Bishop of Butuan, appointed Dr. Juanito A. Lao, then Dean of Academic Affairs, as the first Filipino lay President of Urios College.

President Lao set out with two missions for Urios College. The first was to attain high academic standards as seen in quality instruction and to acquire modern facilities. The second was to make Urios College a real Catholic educational institution through community programs pursued by students, teachers and administrators. The school's slogan, which echoed in and around the halls of the academe, was: **For your children's Christian formation and quality education, enroll them at Urios College!**

In 1983, the Colleges of Commerce, Liberal Arts and Teachers College were granted Level 1 Accreditation (initial 3 years) by PAASCU (Philippine Accrediting Association of Schools, Colleges and Universities). New course were offered. In 1985, the following programs were opened: Graduate School offering Master of Arts in Educational Management, Bachelor of Science in Industrial Engineering and Bachelor of Science in Civil Engineering. One year after, Master of Arts in Business Administration started. The next year, five two-year technical courses were opened. These were: Electronic Technician, Industrial Electricity, Automotive Technician, Drafting Technology and



Machine Shop Technology. The year 1989 was a year of no mean success because the Colleges of Commerce, Liberal Arts and Teachers' College were granted Level II Accreditation (for 5 years) by PAASCU.

The Lao Administration of Urios College reached its peak in the 1990s. This decade began with the rise of two concrete buildings in the main campus, the four-storey Multi-purpose Building and the two-storey Chapel and Faculty Center. The Main Administration Building, the Grade School Expansion and the Bookstore rose too. This decade saw the completion of a new four-storey High School Building, a gymnasium Complex and the Skywalk (Overpass) connecting the Main Campus to the HS Building and the Gymnasium Complex.

New courses such as Bachelor of Science in Nursing and Bachelor of Science in Accountancy were opened. In 1993, two programs were added: Master of Arts in Guidance and Counseling and Doctor of Philosophy in Education. In 1994, the following courses were introduced: Bachelor of Science in Computer Science, Computer Secretarial, Computer Technology, and Master in Public Administration. A branch school in Cabadbaran offering Bachelor of Science in Liberal Arts was also introduced. One year after, Master of Arts in Nursing was opened. In 1997, Bachelor of Laws and Doctor of Organization Management were offered.

In 1998 the longest President of Urios College for 22 years, having reached retirement age, Dr. Juanito A. Lao closed a chapter in his life saying, "I have overcome!"

The Board of Trustees (BOT) with its Chair, the Bishop of Butuan– Msgr. Juan de Dios Pueblos, appointed on October 17, 1998, Dr. Wilma B. Balmocena as interim President of Urios College. During her administration, Dr. Balmocena was responsible for several school activities such as the Centennial Celebration of the existence of Father Saturnino Urios University. Recommendations by PAASCU and PACUCOA, accrediting bodies for schools, needed to be acted upon in order to upgrade the accreditation status of Urios College. The challenge of the New Millennium was one other thing that Dr. Balmocena had to come face to face with.

The ninth president, Msgr. Juan de Dios M. Pueblos, Bishop of Butuan, was appointed by the Board of Trustees on May 26, 2001. He inspired the Administration to assess and focus on what directions Urios College follow after one hundred years. The concept of a Comprehensive Master Plan for UC crystallized and resulted in the Five-Year Development Plan (2001-2006), which was an offshoot of the new Vision-Mission. Between 2000 and 2004, PAASCU and PACUCOA accreditors visited the college and granted both



accreditations to different programs. Three new curricular programs were offered since 2003. These programs are Bachelor of Arts major in Communication Arts, Bachelor of Science in Commerce major in Legal Management and Bachelor of Science in Information Technology.

On March 5, 2004, again the Board of Trustees elected a new college president. Rev. Fr. John Christian U. Young became the tenth president of Urios College, at a time when the school was grappling with the implementation of its revised organizational structure and striving to make itself relevant and effective in response to global, national and backyard realities.

The leadership of President Young initiated a review and re-organization to craft a flat organizational structure. Driven by a dogma of “fresh start, steadfast momentum”, President Young had been ably maneuvering the community of Urios College towards the realization of the school’s strategic goals through the Ten Key Result Areas of the whole college, part of which is to become a UNIVERSITY in three to four years.

Today, the dream of making Urios College a university, coupled with the all-time UC guiding principle of LUCEAT LUX VESTRA (LET YOUR LIGHT SHINE) has been in the heart of every Urian who wanted Urios College to be always a Catholic school with a difference. Urios College will not become a university for nothing. Urios College shall continue to live the hopes of Fr. Urios and to soar high in its journey for service and in building and forming communities imbued with URIAN ideals.

Rev. Fr. John Christian U. Young’s administration is driven towards the realization of becoming a university. The entire faculty and employees of Father Saturnino Urios University from grade school to graduate school worked hard to attain such a goal. Through his able leadership Urios College was prepared for the evaluation. On February 9 and 10, 2006, Commission on Higher Education officers from Manila conducted the evaluation on the application for granting of University status to Father Saturnino Urios University. CHED’s final visit on July 6-7 was to validate the first team visit and to assess the school’s compliance with the requirements for a university status. As per Commission en banc meeting on July 10, 2006, the CHED granted university status to Urios College, with the official name **FATHER SATURNINO URIOS UNIVERSITY**.



FATHER SATURNINO URIOS UNIVERSITY SEAL



Father Saturnino Urios University's emblem is in the shape of the shield. The escutcheon or face of the coat-of-arms is divided by a vertical line. The crest, which sits on the main and most recognizable part of the arms, the shield or escutcheon, is the glorious sunburst which bears five rays of the sun to symbolize the five URIAN values, and the monogram IHS, the first three letters of the name of Jesus in Greek and the blazon for the Society of Jesus, the congregation to which Fr. Saturnino Urios belong.

The sinister chief, the left hand sided or the observer's right side of the escutcheon represents the school and its aims. The blue color background stands for the nobility of character that every Urian must possess with the Cross to symbolize the Christian character of the university, and the open book – the symbol for learning, wisdom and the endless search for truth, and 1901 as the year when Fr. Urios opened a boy's school called the Butuan Parochial school, the humble beginning of Urios College, now Fr. Saturnino Urios University.

On the dexter chief, the right-hand side of the face of the coat of arms or the observer's left features the blazon of the diocese. It has a green background, the color for St. Joseph, the patron saint of the diocese and also the color connoting life and abundance. It shows the mighty Agusan River, with the pomegranates representing the Diocese of Butuan, characterizing the University as a diocesan educational institution.

An emblem is incomplete without a motto. Ever true Urian bears in one's heart "Luceat Lux Vestra, Nunc Et Semper" -Let Your Light Shine Now and Forever and for every member of the community of Fr. Saturnino Urios University to be a bearer of the light of Christ.



VISION-MISSION STATEMENT OF FATHER SATURNINO URIOS UNIVERSITY

Vision

Father Saturnino Urios University, a lay empowered, Filipino, Catholic, diocesan, educational institution envisions a community of men and women committed to pursue the work of Christ for the wholeness of society.

Mission

As such, **Father Saturnino Urios University** commits itself to:

1. Provide a balanced program of spiritual formation, educational development, research undertakings, and community involvement for all;
2. Form self-determined Filipinos who uphold the integrity of creation, as crusaders of truth and justice, proud of their identity and heritage and in dialogue with different cultures;
3. Empower all as catalysts for social transformation and development.



CHAPTER I ACADEMIC REGULATIONS

1. ADMISSIONS

- 1.1 In consonance with the Philippine Constitution, the laws of the country and the Vision, Mission and Goals of Father Saturnino Urios University, applicants of any nationality, religion, gender and ethnic origin are welcome to Father Saturnino Urios University provided the student applicants meet the standard requirements and procedures for admissions to any of the curricular programs offered by the university.
- 1.2 Father Saturnino Urios University reserves the right to refuse the admission of new applicants (incoming first year, transferee, returnee, second courser, unit earner, and auditor) with observable behavior and intention inimical to the best interest and objective of the university. Furthermore, the Father Saturnino Urios University also reserves the right to drop or not to readmit any student who makes false statements in any application documents for admission or blatantly violates rules and regulations stipulated in the student handbook of the university.
- 1.3 Admission test is a requirement for incoming first year, transferee, unit earner, and second coursers enrolling for a board course and Law degree.
- 1.4 Each program has its own set of admission and retention requirements specific to the discipline. Students are expected to abide by them also

1. REQUIREMENTS FOR ADMISSION

2.1 Freshmen

The following are considered freshmen or first year college:

Students who recently graduated or have graduated in high school for a long period of time but have not started any collegiate studies:



- 2.1.1 Must take the Father Saturnino Urios University Admission Test;
- 2.1.2 Must be of good moral character;
- 2.1.3 Must submit the following documents to the Office of the Registrar;
 - 2.1.3.1 Form 138 or High School Report Card;
 - 2.1.3.2 Birth Certificate NSO copy (2 certified true copies);
 - 2.1.3.3 Certificate of Good Moral Character from the school last attended;
 - 2.1.3.4 Two (2) copies of latest 2x2 colored photo;
- 2.1.4 Must submit to an interview with the Program Dean
Must submit to a physical examination at FSUU Medical/Dental Clinic;

2.2 **Transferees**

The following are considered transferees:

- Students who have taken some collegiate studies in other schools seeking admission at Father Saturnino Urios University.
- Students who have studied at Father Saturnino Urios University but have transferred to other schools and seeking readmission to the university.

The transferees will be accepted to Father Saturnino Urios University under the following conditions:

- 2.2.1 Must take Father Saturnino Urios University Admission Test;
- 2.2.2 Must be of good moral character;
- 2.2.3 Must submit to the Office of the Registrar the following documents:



- 2.2.3.1 Birth Certificate NSO Copy (2 certified true photocopies);
- 2.2.3.2 Certificate of Good Moral Character;
- 2.2.3.3 Transcript of Records;
- 2.2.3.4 Transfer Credentials / Honorable Dismissal;
- 2.2.3.5 Two (2) copies of latest 2x2 colored photo;
- 2.2.3.6 Marriage Contract if married (2 certified true photocopies) for female students;
- 2.2.4 Must submit to an interview with the Admission Director and Program Dean;
- 2.2.5 Must submit to a physical examination at FSUU Medical and Dental Clinic;

2.3 **Old Students**

The following are considered old students:

- Bonafide students enrolled at Father Saturnino Urios University the previous semester of the current school year.
- Students who discontinued their studies for less than two years but did not obtain a transfer credential/honorable dismissal or Transcript of Records from Father Saturnino Urios University.

Requirements for Enrollment:

- 2.3.1 Present checklist to the designated academic adviser for evaluation.
- 2.3.2 If permitted to take summer in another school, the student must submit an official certification of the result of the summer course to the Registrar before the Mid-term Examination of the first semester.



2.4 Returnee

The following are considered returnees:

Students who discontinued their studies for two or more years and did not obtain an eligibility of transfer/Transfer Credentials from Father Saturnino Urios University.

Requirements for Enrollment:

- 2.4.1 Present checklist to the designated academic advisor for evaluation if he/she intends to enroll in the same course. However, if he/she intends to enroll in a board course, he/she is required to take the Admission Test
- 2.4.2 Three to Six Semesters Inactive
 - a. Evaluation of Grades. Advised if he/she takes the latest curriculum.
 - b. Should undergo an interview with the Dean.

2.5 Second Coursers

The following are considered second coursers:

- Graduates of any vocational-technical, baccalaureate, graduate or postgraduate courses who seek admission or readmission to the university.

Requirements for Enrollment:

- 2.5.1 Baccalaureate graduate must take the Admission Test if he/she intends to enroll in any of the board courses and Law School;
- 2.5.2 Vocational-Technical graduates must take the Admission Test regardless of the type of baccalaureate course he/she intends to enroll;
- 2.5.3 Must submit to the Office of the Registrar the following documents:
 - 2.5.3.1 Birth Certificate NSO Copy (2 certified true photocopies);



2.5.3.2 Certificate of Good Moral Character;

2.5.3.3 Transcript of Records;

2.5.3.4 Transfer Credentials / Honorable Dismissal;

2.5.3.5 Two (2) copies of latest 2x2 colored photo;

2.5.3.6 Marriage Contract if married (2 certified true photocopies) for female students

2.5.4 Must submit to an interview with the Program Dean

2.5.5 Must submit to a physical examination at FSUU Medical and Dental Clinic;

2.6 **Auditors**

The following are considered auditors:

- Professional or undergraduate students who intend to avail the curricular services of the university by attending classes without any demand for academic credits after the completion of the course/subject.

Requirements for Enrollment:

2.6.1 Must submit to the Registrar's Office the following documents:

2.6.1.1 Birth Certificate NSO Copy (2 certified true photocopies);

2.6.1.2 Certificate of Good Moral Character;

2.6.1.3 Transcript of Records or its equivalent;

2.6.1.4 Form 138 or HS Report Card;



2.6.1.5 Two (2) copies of latest 2x2 colored photo;

2.6.2 Must submit to an interview with the Program Dean;

2.6.3 Must submit to a physical examination at FSUU Medical/Dental Clinic.

2.7 **Unit Earners**

The following are considered unit earners:

- Professionals seeking enrollment for board subjects not less than Eighteen (18) units.

Requirements for Enrollment:

2.7.1 Must take Father Saturnino Urios University Admission test;

2.7.2 Must be of good moral character;

2.7.3 Must submit to the Registrar's Office the following documents:

2.7.3.1 Birth Certificate NSO Copy (2 certified true photocopies);

2.7.3.2 Certificate of Good Moral Character;

2.7.3.3 Transcript of Records;

2.7.3.4 Transfer Credentials / Honorable Dismissal;

2.7.3.5 Two (2) copies of latest 2x2 colored photo;

2.7.3.6 Marriage Contract if married (2 certified true photocopies) for female;

2.7.4 Must submit to an interview with the Program Dean;

2.7.5 Must submit to a physical examination at FSUU Medical and Dental Clinic;



2.8 Foreign Students

The following are considered foreign students:

- Students bearing a non-Filipino citizenship who seek admission to Father Saturnino Urios University.

The Registrar and the Program Dean will evaluate the academic credentials of the applicants and will make the necessary equivalencies on subjects taken to determine whether the applicant will take bridging or transitional subjects. Non-English-speaking students must present evidence of English proficiency. FSUU may recommend English remedial classes when it deems appropriate and beneficial for the student.

Requirements for New Enrollees:

- 2.8.1 The applicant must have a student visa.
- 2.8.2 The applicant must be at least 18 years of age.
- 2.8.3 The applicant must submit to the Office of the Registrar the following requirements for checking:
 - 2.8.3.1 iCard/Alien Certificate of Registration (ACR), original & 2 photocopies;
 - 2.8.3.2 Certificate of Residency for Temporary Students (CRTS) – original & 2 photocopies;
 - 2.8.3.3 Student Visa – original & 2 photocopies;
 - 2.8.3.4 Original and Photocopy of Passport pages where name, photo, birthdate and birthplace appear;
 - 2.8.3.5 Birth Certificate (with English Translation) – original & 2 photocopies;
 - 2.8.3.6 Original copy of notarized affidavit of support and proof of financial support with bank statement from the parents or guardian of the applicant;



2.8.3.7 Official Transcript of Records/Original High School Card;

2.8.3.8 High School Diploma (2 certified true photocopies);

2.8.3.9 Latest 2x2 colored photo (2 copies)

2.8.4 The applicant gets a referral slip from the University Registrar as proof of compliance of the enrollment requirements and proceeds to the Guidance Center for the schedule of the Admission Test.

2.8.5 The applicant must submit to a Physical Examination at FSUU Medical / Dental Clinic.

Requirements for Enrollment (transferees from other schools in the Philippines):

2.8.6 The applicant must have a student visa.

2.8.7 The applicant must submit to the Office of the Registrar the following documents for checking:

2.8.7.1 iCard/Alien Certificate of Registration (ACR) – original & 2 photocopies;

2.8.7.2 Certificate of Registration for Temporary Students (CRTS);

2.8.7.3 NBI CLEARANCE (Issued by the local National Bureau of Investigation Office);

2.8.7.4 Student Visa – original & 2 photocopies;

2.8.7.5 Original and photocopy of Passport pages where name, photo, birthdate and birthplace appear;

2.8.7.6 Original copy of notarized affidavit of support and proof of financial support with Bank Statement from the parents or guardian of the applicant;

2.8.7.7 Transfer Credentials/ Honorable Dismissal from School last attended;



2.8.7.8 Official Transcript of Records;

2.8.7.9 Latest 2x2 color photo (2 copies);

2.8.7.10 Birth Certificate – original and photocopies

2.8.8 The applicant gets a referral slip from the university Registrar as proof of compliance of the enrollment requirements and proceeds to the Guidance center for the schedule of Admission Test;

2.8.9 The applicant must submit to a Physical Examination at FSUU Medical and Dental Clinic.

1. **ENROLLMENT**

3.1 For the guidance of students registering, enrollment schedules and procedures are posted in conspicuous areas.

3.2 Upon enrollment, students are required to provide information online.

1. **CROSS ENROLLMENT**

4.1 As a general policy, Father Saturnino Urios University does not allow students to cross enroll in other schools while enrolled in the institution.

4.2 A graduating student may be allowed to cross enroll in other schools recognized as reputable by CHED if the subject is not offered in the semester. He/she is permitted to enroll minor subjects only for a maximum of 9 units.

4.3 The request for cross enrollment should be done in writing, to be approved and endorsed by the Program Dean, after which the Permit to Cross Enroll shall be issued by the Registrar.



1. SHIFTING POLICY

- 5.1 A student who intends to shift to another program must be referred by the Program Dean to the Guidance Center for academic counseling.
- 5.2 A student who intends to shift from a non-board course to a board course a year after his/her stay at Father Saturnino Urios University must retake the Admission Test if his/her Admission test result does not meet the cut-off requirement of the new program he/she intends to enroll.
- 5.3 A student who transfers to another program within Father Saturnino Urios University must fill out a shifting form available at the Guidance Center and obtain the approval of the deans of both programs concerned.

1. FINANCIAL POLICY

- 6.1 Father Saturnino Urios University posts information on tuition, matriculation & miscellaneous fees at designated bulletin boards.
- 6.2 Collection of all fees shall be made at the Cashier's Office only.
- 6.3 Examination permits shall be issued upon enrolment.
- 6.4 The university grants the following discounts:
 - a. Cash Discount

A three percent (3%) cash discount on tuition if total assessment is paid on or before the preliminary examination.
 - b. Family Discount

Students with siblings, bearing the same middle name and family name, who are enrolled in the university may avail of a twenty-five percent (25%) family discount on tuition of the third, fourth, fifth, etc. student/pupil. Those who are



enrolled in the College of Law & Graduate Studies Program are excluded.

c. College Alumni Discount

A ten percent (10%) discount on tuition for college alumni who will enroll in the Graduate Studies Program.

Application for the above discounts shall be filed before the Preliminary Examination of every semester. After this period, applications will no longer be considered.

Mode of Payment of School Fees

Initial Payment	P1,500.00
Preliminary Examination	45% of the total fees initial payment
Midterm Examination	65% of the total fees
Semi-final Examination	85% of the total fees
Final Examination	100% of the total fees

During enrollment, other fees such as but not limited to SSG, URIAN, I.D., Handbook and Departmental Fees are also collected at the Cashier's Office.

1. **COURSE LOAD**

7.1 Semestral Term

7.1.1 The regular academic load for one semester shall be indicated in the student's enrolled course curriculum.

7.1.2 A Student Assistant may carry only a maximum of 24 units.

7.1.3 Graduating students may be allowed to take more than the required minimum load upon the endorsement of the Program Dean and the approval of the Registrar. The CHED allows an additional six (6) units to the number of units in the curriculum for the graduating students in



their last term. The CHED Manual of Regulations is to be followed in rare cases where graduating students are taking overloads in matters of prerequisites and corequisites.

7.1.4 All college students are required by law to take the National Service Training Program (NSTP).

7.1.5 Students who have already graduated with a baccalaureate degree and have completed their ROTC training are no longer required to take the NSTP.

7.1.6 Students who graduated from their baccalaureate but have not taken nor completed any component of NSTP or its equivalent is required to complete the NSTP course as provided for by Republic Act 9163.

7.2 Summer Term

7.2.1 A non-graduating student is allowed to carry a maximum load of 9 units inclusive of academic and non-academic subjects.

7.2.2 The Program Dean may allow a graduating student a load of 12 units inclusive of academic and non-academic subjects.

1. **CHANGING/DROPPING/ADDING OF SUBJECTS**

8.1 No student may change, drop or add a subject for which he/she duly registered without the approval of his/her Program Dean.

8.2 The period of Changing, Dropping and Adding of subjects is within the week of the start of classes. The Changing, Dropping and Adding Form shall be issued by the Program Dean.

8.3 The requirements for changing, dropping or adding of subject/s are as follows:



- a. Accomplished Changing, Dropping and Adding Form (CDAF)
- b. A service fee of One Hundred Pesos (P100.00) per subject shall be collected except in cases beyond the control of the student such as but not limited to dissolution of the subject enrolled.

8.4 The form of changing/dropping/ adding of subjects should be filled out in two copies; one for the Data Administration Office (DAO), and a copy for the student.

1. **TRANSFER OF CREDITS**

9.1 A student who decides to change his/her academic major must consult the Program Dean where he /she belongs.

9.2 The student has to accomplish the shifting form in four (4) copies, a copy for the student and the three (3) copies to be furnished to the following offices:

- 9.2.1 Guidance Office
- 9.2.2 Previous dean
- 9.2.3 New dean

1. **EXAMINATIONS**

10.1 Besides regular class quizzes, four major examinations are given every term: preliminary, midterm, semi-final and final examinations.

10.2 A clearance must first be obtained before taking the final examination.

10.3 Special examination may be given to students who have valid reasons. Special test should be taken prior to the succeeding examination upon presentation of the following documents:

1. Special permit with an official receipt of the paid tuition fee
2. Proof of the reason/s in taking a special exam such as a medical certificate/explanation letter noted by



the parents/guardian with attached photocopy of their valid identification cards.

The Special Examination Permit shall be given by the VPAA Office to the student upon the latter's submission of the tuition fee and special examination fee receipts. The following are the valid reasons for taking the special exams:

1. sickness
2. accident
3. emergency
4. death of immediate family member
5. official travel

- 10.4 Examination schedules are posted on the administrative bulletin boards, electronic boards and other means of disseminating information.
- 10.5 Only those students who present a valid examination permit will be admitted to any major examination. The permit should be duly signed by the Cashier.
- 10.6 A student has the right to review his/her examination papers. Final examination papers, however, will not be returned. These are kept in the Office of the Vice President for Academic Affairs.
- 10.7 Use of mobile devices during examinations, quizzes and similar academic assessment is strictly prohibited. Mobile devices should be placed in the student's bag in the area designated by the proctor.

1. **GRADING SYSTEM**

- 11.1 Instructors have the right to fail students, if they do not pass the requirements of the subject and after the instructors exerted efforts to advise the students of their academic performance after the mid-term and the semi-final examinations.
- 11.2 The lowest failing grade for the mid-term is 4.0 (Conditional) and the finals is 5.0 (Failed). Those who failed in the Midterm might be asked for academic counseling.



- 11.3 An INC (Incomplete) may be given to students on the following cases:
 - 11.3.1 Students who fail to accomplish the subject requirements.
 - 11.3.2 Students who fail to take the final examinations for valid reasons.
 - 11.3.3 Students who took the final examinations but obtained low grades and the teacher provides the opportunity to remove such marks. This will be done in consultation with the Program Dean.
- 11.4 As a school policy, a student is only given 30 calendar days after the last date of the final exam to make-up for an incomplete grade. Non-removal of INC grades within the given period will mean NO GRADE (NG) and retaking of the subject. "Provided however, that where the failure to take the final examination, or to submit the academic requirements, is due to excusable grounds, such as, sickness, emergency, or accident, the student may be given an incomplete mark or "INC" and is allowed to take special examinations or be given additional time for compliance of the requirements for not more than one (1) academic year."
(CHED MORPHE, 2008, p.40)
 - 11.4.1 In cases where the instructor is separated from Father Saturnino Urios University, the Program Dean shall compute the grade based on the available records.
- 11.5 All incomplete grades of a student who transfers to another school shall automatically become NG (No Grade) even before the lapse of 30 calendar days after the last date of the final exam. Such marks should be recorded by the Registrar when the records of the student are released.



- 11.6 The form for completion of grades can be secured from the Registrar's Office after payment of the corresponding fee at the Cashier's Office.
- 11.7 The instructor shall personally submit to the Registrar the Completion Form. If unable to do so, an authorization should be written at the back of the Registrar's copy authorizing the student to submit it to the Registrar.
- 11.8 The student can view his/her grades in the OPIS using his/her account. If for some valid reason a printout of the grade is needed, he/she can request for one by presenting his/her ID to the Registrar or to the Records-in-Charge.
- 11.9 The percentage share of each major component and sub-components included in the computation of the Mid-term and Final grade is as follows:
- 1. Summative Test - 60% of the Mid-term and tentative Final grade
 - 2. Class Work - 40% of the total Mid-term and tentative Final grade.

Grade Equivalents:

95-100	1.0	83	2.2
94	1.1	82	2.3
93	1.2	81	2.4
92	1.3	80	2.5
91	1.4	79	2.6
90	1.5	78	2.7
89	1.6	77	2.8
88	1.7	76	2.9
87	1.8	75	3.0
86	1.9	74 & below	5.0
85	2.0	Midterm	4.0
84	2.1	Finals	5.0



11.10 General Retention Policy

11.10.1 In relation to FAILED, DROPPED and No Grade (NG), a student must pass 25% of his/her total enrolled units in a semester for him/her to qualify to enroll in the next semester.

11.10.2 If a student has two (2) or more failing grades in a semester, he/she will execute a promissory letter noted by his/her parents to be submitted to his/her Program Dean. He/she will be referred to the concerned Guidance Counselor.

11.10.3 In the case that the student will still have two (2) or more failing grades in the following semester, he/she will only be allowed a maximum of 18 units in the succeeding semester. He/she will execute a notarized Deed of Undertaking noted by his/her parents (with attached photocopy of their valid identification cards), with a provision of a voluntary exit from the program in case of having **two (2) or more failing grades in the following semester.**

11.10.4 Failures shall not exceed six (6) subjects in a program and eight (8) subjects for the entire duration in the university. If the program has a retention policy specific to its own academic standards that policy supersedes (or supplants) this provision.

11.11 Change of Mark Policy

11.11.1 The grades can still be changed up until the deadline of the Completion of INC.

11.11.2 The following are acceptable reasons for request for change of mark:

- a. wrong computation of grades which may arise from mathematical error



- b. wrong assignments of weights
 - c. basis of grade determination not the same as announced at the start of the classes
 - d. clerical or typographical errors in entries.
- 11.11.3 If a student is dissatisfied with his/her grade and he/she has the necessary evidence to prove his/her claim, he/she has to write a **Letter of Appeal** to his/her Department Dean. The Dean shall call the attention of the teacher. If the teacher is not under his/her Department Dean, the Dean will endorse his/her letter of appeal to the concerned Dean. If it is determined that a student's request is justified, the teacher has to write a Letter of Appeal for grade change addressed to the VP for Academic Affairs (with an endorsement of his/her Subject Chair and Department Dean.) If the appeal would be granted, the Registrar's office shall be notified for recording purposes.
- 11.11.4 If a teacher finds out that he/she encoded in the system an erroneous grade, he/she has to write a **Letter of Appeal for grade change** addressed to the VP for Academic Affairs (with an endorsement of his/her Subject Chair and Department Dean). If the appeal would be granted, the Registrar's office shall be notified for recording purposes.

12 HONOR SYSTEM

12.1 Academic Awards

Summa Cum Laude

- 1.00 – 1.20 General Weighted Average
- No grade below 2.5
- No Incomplete, No NG, No Dropped
- Three Years Residence



Magna Cum Laude

- 1.21 -1.40 General Weighted Average
- No Grade below 2.5
- No Incomplete, No NG, No Dropped
- Three Years Residence

Cum Laude

- 1.41 – 1.60 General Weighted Average
- No grade below 2.5
- No Incomplete, No NG, No Dropped
- Three Years Residency

Dean's Listers

- 1.00 – 1.60 General Weighted Average
- At Least 15 units in a semester
- No Grade below 2.5

12.2 Non- Latin Academic Award (For Transferees Only)

- Only one (1) Failed or Dropped or No Grade or Incomplete Grade from the previous school in which the subject is not related with the current course at FSUU
- No Dropped, No Incomplete, No grade, No Failed grades at FSUU
- General Weighted Average is 1.75 and above
- At least three (3) years residency at FSUU

13 SCHOLARSHIPS

13.1 INDIGENOUS PEOPLES SCHOLARSHIP GRANT

Beneficiary

This Scholarship is granted to the members of the cultural minorities of the two provinces of Agusan who would like to become teachers in the schools involved in the Indigenous Peoples Graded Literacy Program of Father Saturnino Urios University.



13.2 STUDENT PUBLICATION SCHOLARSHIP GRANT

Beneficiary

This Scholarship is granted to the Editor-in-Chief and the Associate Editor of the tertiary level official student publication of the university.

13.3 STUDENT GOVERNMENT SCHOLARSHIP GRANT

Beneficiary

This study grant is given to the duly elected President, Vice-President, and Speaker of the House of the Supreme Student Government of the university.

13.4 PRESIDENTIAL DECREE 451

Beneficiary

Father Saturnino Urios University grants one full scholarship grant for every 500 pupils/students enrolled in the elementary, high school and college departments. This scholarship is granted to the poor but deserving students/pupils who meet the requirements and pass the screening.

13.5 ACADEMIC SCHOLARSHIP GRANT

Beneficiary

This study grant is given to students who show excellence in the field of academics.

13.5.1 Student in the tertiary level currently enrolled at Father Saturnino Urios University who garnered General Weighted Average (GWA) of 1.0 to 1.20 and 1.21 to 1.25 with no grade below 1.5 or its equivalent;

13.5.2 Valedictorians and salutatorians in secondary schools;



13.6 STUDENT ASSISTANTSHIP GRANT-IN-AID PROGRAM

Beneficiary

This grant-in-aid program for student assistantship is given to poor but deserving children of the members of the Catholic community who are willing and committed to study and work at the same time in the university.

13.7 CULTURE AND THE ARTS SCHOLARSHIP GRANT

Beneficiary

This scholarship is granted to the Institutional Dance Troupe and Choir members of Father Saturnino Urios University who serve as ambassadors and ambassadress of goodwill to other colleges, universities and communities in the archipelago.

13.8 ATHLETICS SCHOLARSHIP GRANT

Beneficiary

In line with the University's direction to strengthen linkage and rapport with other colleges, universities and communities in Mindanao and the rest of the country, Father Saturnino Urios University trained and granted scholarship to Tertiary Athletes, with exceptional skills in team and individual sports, who represent the university in various sports competitions.

14 ATTENDANCE

- 14.1 Every student is required to attend the first day of classes and from then on to attend classes regularly.
- 14.2 Attendance is checked regularly by the instructor or by the monitor after the opening prayer. However, it is the responsibility of the student to record his/her absences and verify such from the faculty concerned. The University has no obligation to inform parents about the number of absences their sons/daughters have incurred.*



- 14.3 Students are marked "late" if they arrive within 15 minutes of the class period. More than thirty minutes, a student is considered absent. Three instances of tardiness are recorded as one absence.
- 14.4 Students who leave the class with teacher's permission after the roll call but do not return within 10 minutes are considered absent. A student who leaves the classroom without permission shall be marked absent.
- 14.5 A student who has incurred a total of four (4) unexcused absences for two (2) units subject and seven (7) unexcused absences in any subject, before the midterm examination week, shall be dropped. Once the allowable absences exceeded, the faculty member should verify this with the student concerned before giving a failing mark or dropped due to excessive absences*
- 14.6 Students who intend to officially drop his/her subject after enrollment period but before the midterm examination week are required to accomplish the dropping form available at the Program Dean's Office.
- 14.7 Reconsideration of absences may be given by the Program Dean to which the student belongs for very valid reasons such as sickness, death of immediate relatives or school approved activities. These reasons must be supported with documents.
- 14.8 Regulations regarding approved absences are as follows: *
 - a. An approved absence is one which is authorized in writing by the Program Dean of the department where the student belongs. Approved absences should not be counted against a student.
 - b. Absences due to sickness, death of immediate family members and any other valid reasons, of not more than two weeks are considered approved absences. The student should write an excuse letter duly signed by his/her parents/guardian addressed to the Program Dean.
 - c. Absences of student/s who are to attend an official function or activity are considered approved absences only if they have complied the Approved Absence Form. The Approved Absence Form shall be recommended for



approval by the University Official concerned. *

Participation to beauty contest is not included in this provision.

- d. Students with approved absences should not be put into disadvantage. The faculty member should give special make-up activities, other requirements, or special considerations, the manner and form of which shall be determined by the faculty member following pertinent school guidelines. The schedule/deadline of such (special make-up activities, other requirements, or special considerations) shall be in consultation with the student concerned. Generally, students should communicate the approved absences to the faculty concerned prior to the absence. *

14.9 Class hours lost by late registration are considered as absences.

14.10 It is expected that faculty members begin their classes promptly. However, unavoidable circumstances may cause them to be late for class and in such cases, the following guideline should be observed: *

When the instructor does not arrive on time, the class should wait quietly in the classroom for 15 minutes for a 60-minute class period and thirty minutes (30) for all classes exceeding the 60-minute class period. After that the monitor should inform the Program Dean/HRMDO about the absence of the instructor. The students should wait until the Program Dean/HRMDO tells them what to do.

14.11 The Dean of the program in which the student is enrolled has the final authority to adjudicate all problems arising due to absences from regularly scheduled classes of the program without prejudice to the other provisions. *

*Taken from the La Salle University Student Handbook 2009/2012, p.B24-25

15. WITHDRAWAL FROM THE UNIVERSITY

15.1 When a student registers in the university, it is understood that he/she is enrolling for the entire semester. The university shall collect outstanding school fees from an



officially enrolled student who has transferred or withdrew his/her enrollment. An officially enrolled student is one who has at least paid an initial payment of his/her school fees and is accepted by the university.

- 15.2 A student who withdraws from the university shall accomplish the Withdrawal Form and shall be subject to the following fees regardless of whether or not he/she has actually attended classes.

Withdrawal before the start of classes:

- 15.2.1 In case of withdrawal from enrollment, the required initial payment and other fees collected are not refundable.

Withdrawal at the start of classes:

- 15.2.2 Ten percent (10%) of the total amount due for the semester if within the first week of classes.

- 15.2.3 Twenty percent (20%) of the total amount due for the term if within the second week of classes.

- 15.2.4 Forty-five percent (45%) of the total amount due for the term between the third week and Preliminary Exam.

- 15.2.5 Sixty-five percent (65%) of the total amount due for the term after the Preliminary Exam until the Midterm Exam.

- 15.2.6 One hundred percent (100%) of the total amount due for the term after the Midterm Exam.

Other provisions on withdrawal or transfer of students as prescribed in the Manual of Regulations for Private Schools shall likewise apply.

- 15.3 A student who withdraws, transfers or drops out without proper notification and without justifiable reasons will be charged 100% of the total amount due for them.



15.4 DROPPED will be the grade of a student who withdraws from the University after the Midterm Exam.

16 RE-ADMISSION

16.1 Father Saturnino Urios University reserves the right to readmit only those students who are able to meet the retention requirements.

16.2 Pending evaluation, the Deans reserve the right to refuse admission of students who by reason of academic or moral delinquency have discontinued their studies in the University.

16.3 Students of good standing who have withdrawn from the university may be readmitted but shall be considered transferees if they have enrolled in other schools. They must submit transfer credentials required of transferees. The provision on academic delinquency also applies in this provision.

17 REQUIREMENTS FOR GRADUATION

17.1 Candidates for graduation are required to apply for evaluation of their records during the semester preceding their graduation to determine possible deficiency. Application forms can be obtained from the Registrar's Office after the semi-final examination.

17.2 No student shall graduate except upon completion of all requirements of the CHED and those of Father Saturnino Urios University.

These requirements are:

17.2.1 Passing grades in all subjects for a particular degree;

17.2.2 Passing 3 units in ReEd subjects for 2-year course and 12 units for 4-year / 5-year course;

17.2.3 Completion of a Research Paper and Projects or its equivalent;



- 17.2.4 Completion of Practicum requirements;
- 17.2.5 Completion of Career Development Program;
- 17.2.6 Completion of Community Extension Services;
- 17.2.7 Completion of NSTP;
- 17.2.8 Completion of Retreat for graduating students;

18 SUMMER STUDY

- 18.1 A student of the university may enroll in another school during summer, subject to the approval of the Program Dean and Registrar.
- 18.2 To be able to enroll in another school, a PERMIT TO STUDY has to be secured from the Registrar's Office. Without such permit, units earned will not be credited in favor of the student.
- 18.3 A student from other institutions may enroll during summer provided he/she has a PERMIT TO STUDY issued by the Registrar of his/her school.

19 RELEASE OF SCHOOL CREDENTIALS

- 19.1 A Request Form must be filled out before the school credentials are released. This form can be obtained from the Office of the Registrar. Transfer Credentials are made up of a Certificate of Eligibility to Transfer; and a True Copy of Grades marked "For Evaluation Purposes only. Not valid for Transfer."
- 19.2 Transfer Credentials shall be released to a transferring student after the duly accomplished Request Form has been filed with the Registrar's Office. Upon release of the Transfer Credential, a formal separation of the student from the university takes place.
- 19.3 Informative Copy of Transcript of Records shall be released after the duly accomplished Request Form has been filed with the Registrar's Office.



- 19.4 Transcript of Records shall be sent directly to the school where the student has enrolled upon receipt of the Request Slip.
- 19.5 The Transcript of Records, Diploma and other credentials are issued only to the owner, or student concerned. However, if he/she is unable to claim it in person, an authorization may be issued for his/her representative.
- 19.6 No Transcript of Records and/or Transfer Credential shall be issued to a student whose records in another school have not been submitted to the Registrar's Office of Father Saturnino Urios University.
- 19.7 Diploma/Certificate shall be issued to a student only upon the release of Special Order for graduation from CHED/TESDA. However, students of a PAASCU accredited program shall be given the diploma/certificate upon their graduation.

A student has to submit documentary stamps to be affixed to the Transfer Credential, Transcript of Records and Diploma.



CHAPTER II GENERAL CONDUCT OF REGULATIONS

A student who freely enrolls in Father Saturnino Urios University, submits himself/herself and agrees to abide by its rules and regulations. He/She assumes all the responsibilities of a student. He/She accepts his/her responsibilities towards the administration, employees and his/her fellow students. In return, Father Saturnino Urios University shall respect and protect his/her rights as a student.

The internal social order of the university must be maintained so that each member's rights and responsibilities within the academic community shall be respected and protected. For this reason, social discipline is needed to keep the balance between the free exercise of one's rights and acceptance of his/her responsibilities towards himself/herself as a person and towards other persons within the school.

In consonance with the Philippine Constitution and as a matter of policy, Father Saturnino Urios University adheres to the principle of due process of law in rendering disciplinary action against erring students.

1. CONDUCT INSIDE THE SCHOOL

1.1 On Courtesy

Students should respect authority. The usual norms of politeness and etiquette are to be allowed when dealing with administrative officials, employees and fellow students.

1.2 On Conflict Between Students

Conflict and misunderstanding between students should be brought immediately to the attention of the Program Dean to which the students belong. No problem should be resolved by violence or any other destructive means.

1.3 On Smoking

In compliance with CHED Memorandum Order No. 56 Series of 1996 and SP Ordinance No. 778-90 of the City of Butuan, Father Saturnino Urios University declared its campus SMOKE-FREE.



1.3.1 Smoking inside the school campus is not allowed at all times.

1.3.2 As stipulated in the Board resolution, any place outside the fence or perimeter of the school can be a smoking area.

1.3.3 Any student caught violating this policy will be given sanctions.

1.4 On Alcoholic Drinks

The school prohibits students from coming to school under the influence of liquor.

Students under the influence of liquor will be asked to leave the university premises. The school reserves the right to disallow the entry of students found to be under the influence of liquor. Students who are found violating this provision shall be subjected to disciplinary actions as stipulated in this handbook.

1.5 On Prohibited Drugs

Father Saturnino Urios University vehemently opposes the unauthorized bringing in, carrying, possession or use of prohibited drugs or chemicals without proper prescription. Any student caught in possession of/or using such drugs or giving them to others in school will be subjected to disciplinary action.

1.6 On Vandalism

Every student, being an integral part of the academic community, has the duty to keep the school campus clean and tidy. He/She should always maintain respect for the facilities of the school. Spitting, scattering pieces of paper, writing on walls or carving on furniture are prohibited.

Students caught doing acts of vandalism will be subjected to disciplinary sanctions.



1.7 On Campus Attire

Father Saturnino Urios University being a Catholic educational institution encourages students to practice the values of respect for one's self, decency and appropriateness through their campus attire.

Thus, the following are the guidelines on campus attire:

1.7.1 Students should always come to school in their prescribed uniform except those who have been given exemption by the Office of Student and Alumni Affairs for the following reasons:

- Working students, provided they come to school in their office uniform.
- Those who are on the family way or pregnant.
- Those who are in observance of the mourning period.

1.7.2 Students are strongly admonished not to wear their school and P.E. uniform as ordinary street wear, for movies or for other similar occasions.

1.7.3 Students must, at all times, be neat and presentable. Campus attire should be decent and modest. Students are prohibited from wearing the following inside the campus during Wed./Sat./Summer Classes;

- dresses/blouses with plunging necklines
- tube dresses/blouses (including spaghetti straps) worn without vest/bolero
- sando
- backless blouse/shirt (below the bust-line)
- torn skirts and pants
- midriff, tube and tank top
- see through or knitted shirts/blouses/dresses
- T-Shirts with vulgar or offensive prints and design

1.7.4 Cross dressing is not allowed.

1.7.5 Niqab and Burqa maybe allowed upon request from the Student & Alumni Affairs Office



1.7.6 As a sign of respect, caps should not be worn inside classrooms, AVR, Haggenburg Hall or any other venues.

1.7.7 Piercing on any part of the head, except ears, is not allowed. Further, male students are not allowed to wear earrings while inside the campus. *

1.7.8 Students should not sport extreme haircut (e.g. Madmax, spiked etc.)

1.7.9 Male students should not sport hair longer than one inch below the nape.

1.7.10 Students should have no visible tattoos.

1.8 On the 3:00 o'clock Prayer / Angelus

The three o'clock prayer is recited at exactly 3:00 o'clock in the afternoon. The Angelus is observed inside the campus at exactly 12:00 noon and 6:00 o'clock in the evening.

1.8.1 Students are encouraged to stand and join in the prayer.

1.8.2 Students at the lobby, mini-park, corridors and library are expected to stand and join in the prayer.

1.9 On Speech Advocacy

1.9.1 Father Saturnino Urios University recognizes and respects students' right to free speech and advocacy as long as they are not against the ideals of the university and are within the bounds of decency.

1.9.2 Students should refrain from using words that are offensive, vulgar, indecent or blasphemous.

1.9.3 Silence must be observed in the library. Unnecessary noise must be avoided inside the campus.

Boisterous conversations, whistling, running, shouting and the like should not be done within the



school campus to maintain a good academic atmosphere.

- 1.9.4 No student or group of students should molest anyone, disturb or disrupt classes or meetings or in any way cause the serious breach of peace in the campus.

Students or groups of students will be sent out and dealt with accordingly.

- 1.9.5 Students should refrain from talking to students inside the classroom. Furthermore, students are prohibited from loitering near the classrooms, lobbies and corridors.

1.10 On Distribution of Printed Matters, and Posters, Bulletin Board Notices, etc.

- 1.10.1 Distribution of printed materials and posters, bulletin board notices and so forth may be done with the permission of the Director of Student and Alumni Affairs except notices, printed materials of SSG and URIAN provided it is within the bounds of law and pertinent school policies.

- 1.10.2 Vulgar, indecent, obscene and subversive materials should not be brought to the campus.

- 1.10.3 As a matter of general policy, only posters on student activities to be held in Father Saturnino Urios University by the student government and recognized student organizations may be approved for publication. Posters of outside agencies can be displayed in the school campus if these are of student interest, subject to the discretion of the administration. Outside agencies may contact the Director of Student and Alumni Affairs regarding this matter.

- 1.10.4 Posters, announcements and the like should be posted only in designated areas and should be removed by the sponsoring group or association the day after its effectivity.



1.10.5 The school reserves the right to remove announcements which were not approved by the school.

1.11 On Invited Speakers

1.11.1 Speakers coming from outside of Father Saturnino Urios University may be invited by the students only with the permission of the Director of Student and Alumni Affairs / Program Dean / Vice President for Academic Affairs. To this end, no arrangements should be made with any respective speaker by the students without consulting the Director of Student and Alumni Affairs/ Program Dean/ Vice President for Academic Affairs.

1.12 On the Use of School Facilities

1.12.1 Only Students with activities approved by the Office of Student and Alumni Affairs may avail of the school facilities.

Use of school facilities and equipment needs the permission of Property and Maintenance Office with its booking guidelines;

1.12.2 The MC Mini Theater, Audio Visual Room 1 and 2, and Haggenburg Hall are to be used only for events such as film showings, theatrical presentations, artistic performances, seminars/ trainings/ conferences and general assemblies. For regular classes which require the use of a multi-media projector, designated classrooms around the campus may be utilized instead.

1.12.3 For energy efficient and economical use of such facilities, the following minimum and maximum number of participants shall be observed

	Minimum	Maximum
a.) MC Theater	100	236
b.) AVR 1	90	150
c.) AVR 2	75	120
d.) Haggenburg	120	200



- 1.12.4 No temporary blocking of venues and last-minute bookings.
- 1.12.5 All reservations should be made at least 3 days prior to the activity to give time for the technicians to prepare the equipment. Double sided tape, scotch tape, packaging tape, masking tape, and other adhesives are not allowed to be used at these venues. Instead, make use of the exhibit boards which may be requested from the office.
- 1.12.6 Strictly no food is allowed inside the Mini Theater and AVR. Any student caught will be dealt with accordingly.
- 1.12.7 Any damage to property (chairs, light, fixtures, equipment, etc) shall be charged to the Program/office who booked the venue.
- 1.12.8 In connection with RA 9003 and EO 191 S.2016 of Butuan City, garbage segregation and disposal from these venues are strictly observed.

1.13 On Solicitation Inside and Outside the School Campus

- 1.13.1 In general, the school prohibits solicitation inside the campus by individuals or organizations. However, permission may be given by the Office of Student and Alumni Affairs if there is a valid reason and this should be limited within the department concerned.
- 1.13.2 Likewise, solicitation outside the school campus by individuals or groups of students, students' organizations for purposes of raising funds for their school activities is prohibited.

1.14 On Identification Card (ID)

- 1.14.1 Students should always tap their ID upon entering the campus. They should be properly placed and should be worn at all times while inside the school campus.



1.14.2 ID card should be validated every year by the Office of Student and Alumni Affairs.

1.14.3 Lending one's ID to another student, tapping an ID with multiple entry/exit and other similar acts are violations of the school rules and therefore constitute a major offense.

1.15 On Outing and Educational Trip

Field trips and other related activities may be conducted with the approval of the Vice President for Administrative and Student Affairs. The Vice President for Administrative and Student Affairs shall not approve activities held during school days unless cleared by the Vice President for Academic Affairs and the Director of Student Affairs. It is understood that the students are advised to refrain from any activity that is harmful to them.

1.15.1 All forms of outings or trips shall require a written approval from the Vice President for Administrative and Student Affairs. This is obtained by filing a pre-approval form which requires the applicant to state the objectives, people involved, number of days, dates, and other information relative to the trip. Another document to be submitted is the listing of the names of the students signed by the instructors / advisers and those who will accompany the group. This should also be endorsed by the Vice President for Academic Affairs if the trip is academic in nature and the Director of Student and Alumni Affairs.

The accomplished approval form together with parent's consent must be submitted to the Office of Student and Alumni Affairs not less than five working days (5) before the outing date.

A group belonging to a particular Program also needs the endorsement of the Program Dean and approval of the Vice President for Academic Affairs.

1.15.2 Overnight outings/trips require the written permission of the parents/guardian, which should be



submitted to the Office of Student and Alumni Affairs at least a week before the activity.

- 1.15.3 No educational trip outside Butuan will be allowed if similar places or establishments in Butuan can provide the same learning experiences.
- 1.15.4 No trip or outing of student groups for purposes of conducting fraternity / sorority INITIATIONS will be allowed.

1.16 On Campus Security

- 1.16.1 A security agency has been engaged to provide protection on a 24-hour basis. Students must respect the security guards who are vested by the administration with authority and responsibility to maintain peace and order and give security to all. In the same manner, students are accorded respect from these guards.
- 1.16.2 The security guards must see to it that the prohibition on the carrying of guns, knives, fire-crackers and other dangerous objects is enforced. They are authorized to confiscate all dangerous objects, liquors and prohibited drugs.
- 1.16.3 Visitors should leave their personal identification card with the security guard in exchange of a destination slip to be signed by the person concerned and wear the Visitor's ID issued to them.
- 1.16.4 Any visitor who may want to see a student during class hours should wait at the Office of the Director of Student and Alumni Affairs.
- 1.16.5 In order to prevent outsiders from entering the campus and creating trouble, the school issues ID cards to its legitimate students.
- 1.16.6 Students are to refrain from loitering and engaging in activities which shall compromise the life and/or safety of people in the campus.



- 1.16.7 Students are to avoid at all times quarrels or any kind of altercations that will endanger their personal lives.
- 1.16.8 Students are prohibited from sitting on the rails, table tops and the banisters of the school buildings.
- 1.16.9 Students are prohibited from entering the school campus when there are no classes. The school cannot be held responsible for any accident during these days except when there is permission from the Vice President for Administrative and Student Affairs.

1.17 On Dating

Students should refrain from any scandalous display of amorous behavior inside the campus. Any student found or caught shall be dealt with accordingly.

1.18 On Eating and Drinking Inside the Classrooms, Laboratories, Audio-Visual Rooms and Chapel

Students are strictly prohibited from eating and/or drinking inside the laboratories, Audio-Visual rooms, chapel and classrooms while classes are ongoing. Any student found or caught shall be dealt with accordingly.

2 CONDUCT OUTSIDE THE SCHOOL

- 2.1 A student has the responsibility of projecting the good name and of upholding the reputation of Father Saturnino Urios University since people tend to identify him/her with the school he/she is attending.
- 2.2 When acting as official representative of Father Saturnino Urios University, he/she has the obligation to abide by the written instructions of the school authorities.
- 2.3 Students who make press and media releases involving the institution, administration, faculty, and student to the public must notify the Vice President for Administrative and Student Affairs.



- 2.4 The name of Father Saturnino Urios University should not be used as a reference by students who write for off-campus publications unless these students have received written authorization from the Vice President for Administrative and Student Affairs.

In general, one should not use the name of Father Saturnino Urios University without proper written authorization.

- 2.5 Students are encouraged to participate in activities organized or approved by Father Saturnino Urios University such as parades, demonstrations, rallies, masses, meetings civic programs and the like.

Any student may participate in off-campus activities other than those organized or approved by the school provided that he/she does not claim to represent the school.

- 2.6 Students are encouraged to participate in religious activities of his/her respective church.
- 2.7 Students should involve themselves in community development. They are encouraged to cooperate with the members of the community and with the local government officials.
- 2.8 Students have the option to join in beauty pageants provided that they do not bring the name of the institution.
- 2.9 Student organizations and other student groups must use prudence and caution in their off-campus co-curricular activities. The school cannot be held responsible for any incident from his/her involvement in:

- 2.9.1 Activities of recognized campus organizations but not approved by the Office of Student and Alumni Affairs.

- 2.9.2 Any campus organization not officially recognized by the Office of Student and Alumni Affairs.

- 2.10 The university will not entertain complaints from private parties for the purpose of collecting ordinary debts of students, unless the case clearly involves the moral character of the student.



- 2.11 Students are advised to spend the weekend with their parents to maintain good family relationships, which are essential to the maintenance of a sound community and nation.
- 2.12 The school shall not be held responsible for the behavior and activities of students outside the campus. However, disgraceful or scandalous behavior outside the campus shall be a cause for serious disciplinary action.
- 2.13 Students are advised to go home right after dismissal of classes to avoid accidents and to relieve their parents or guardians from worries.

3 CLASSROOM CONDUCT

- 3.1 Every student enrolled in Father Saturnino Urios University is entitled to a regular class meeting. The class periods are spent only in activities which are relevant to the subject matter. To this end, class hours may not be utilized for co-curricular and other organizational activities.
- 3.2 In line with proper decorum, students are expected to stand when faculty members enter the classroom and wait in silence for the opening prayer.

Students are expected to do the same when official visitors enter the room.

- 3.3 Chatting with seatmates and using mobile devices and other gadgets while classes are ongoing is very unbecoming. Students, therefore, should refrain from doing so. The rule is, LISTEN WHILE SOMEONE IS RECITING OR EXPLAINING.
- 3.4 Every student has the responsibility to sit properly at all times with feet off furniture and walls.
- 3.5 Students have the responsibility of valuing their self-respect and personal integrity during quizzes or examinations in such a manner that their honesty is held above any suspicion.
 - 3.5.1 Students are expected to present their examination permit during major examinations.



3.5.2 Students are not allowed to leave the examination room before they have completed their work.

3.5.3 Students should not talk while the examination is in progress. If students discover an error in the examination question, they may go to the instructor and ask for clarification. If an error or ambiguity does exist in the examination question, the instructor will make it known to all students immediately. Meanwhile, students should remain quiet.

3.5.4 Students are forbidden from communicating with other students or looking at their seatmates' papers.

3.5.5 When a student completes his/her work ahead of the rest, it is right to submit his/her examination papers to the instructor and to leave the room quietly (in periodic or final examinations)

4 CAMPUS CURFEW

4.1 Curfew Hour for Monday, Tuesday, Thursday and Friday is at 9:15 PM and 5:00 pm for Wednesdays and Saturdays. No student or student organization even with the moderator/adviser may stay after curfew hour without written permission from the Vice President for Administrative and Student Affairs.

4.2 No student or student organizations, even with their instructor/adviser, may stay during Sundays and Holidays without a written permission from the Vice President for Administrative and Student Affairs through the Office of the Director of Student and Alumni Affairs.

5 FORMS OF DISCIPLINARY ACTION

5.1 The Manual of Regulations for Private Schools and Father Saturnino Urios University rules and regulations specify the five categories of disciplinary administrative sanctions which may be imposed on erring students commensurate to the nature and gravity of violation of school rules and regulations.



5.1.1 Warning

A warning shall be made in writing informing the student of the offense he/she committed. The student shall provide a written statement duly notarized that he/she will not commit the said offense again.

5.1.2 Reprimand

The violator will undergo at least two counseling sessions with his/her respective counselor. He/She shall issue a duly notarized sworn statement that he/she will no longer commit the said offense committed for the remainder of his/her study in Father Saturnino Urios University.

5.1.3 Community Service

Community service shall be not more than 80 hours and not less than 24 hours to be monitored by the Community Involvement and Advocacy Office (formerly Community Extension Services Office).

After the community service the violator will undergo values clarification on student re-formation program with his/her respective counselor and with ORA.

He/She shall submit a duly notarized sworn statement that he/she will no longer violate the said offense committed for the remainder of his/her study in Father Saturnino Urios University.

5.1.4 Exclusion/Non-Readmission

A school may exclude from its rolls during the school year or a term a student who is found, after due process, to have violated the rules and regulations of the school, CHED/TESDA and the laws of the land. The student who is excluded/non-readmitted should be issued his transfer credentials immediately but he/she will not be given a Certificate of Good Moral Character.



5.1.5 Expulsion

This penalty is an extreme form of administrative sanction which debars students from all public and private schools. To be valid and effective, the penalty of expulsion requires the approval of the CHED/TESDA.

5.2 Disciplinary Procedures

As a matter of procedure and for purposes of expediency and speedy disposition of the cases, without prejudice to the interest of justice, or right, duties and privileges, all cases, disciplinary and others, falling within the purview of rules and regulations of the CHED/TESDA and Father Saturnino Urios University, are first discussed at the office of the Program Level investigating committee where the student belongs. The Program Level investigating committee resolves the case submitted to him/her through due process.

All proceedings shall be recorded. Copies shall be furnished to the Director of Student and Alumni Affairs. Major disciplinary sanctions (suspension, exclusion, etc.) shall be confirmed by the Office of Student and Alumni Affairs before it can be effected. To this end, the party concerned submits the case in writing and gives the appropriate disciplinary sanction.

5.3 Sanction Procedures

1 Minor Offense

First Offense	:	Warning/Notarized Promise
Second Offense	:	Reprimand
Third Offense	:	Community Service

2 Major Offense

First Offense	:	Reprimand/ Community Service
Second Offense	:	Exclusion
Third Offense	:	Expulsion



Table of Offenses and Penalties

This table is merely a general guideline with regards to the imposition of penalties. It does not limit the rights granted by law to the university to penalize erring students. The Director of Student and Alumni Affairs, Program Level Investigating Committee and/or Disciplinary Committee may recommend, and the Administration may impose penalties for offenses that are violative of the rules and regulations of the university and that of CHED/TESDA, even if such offenses are not listed in this table. Likewise, the Director of Student and Alumni Affairs, Program Level Investigating Committee and/or Disciplinary Committee Administration may impose penalties higher than what is indicated in this table, if the evidences at hand show that the gravity of the offense so warrant it.

Legend:

Penalty

1 st	1 – Warning
2 nd	2 – Reprimand
3 rd	3 – Community service
4 th	4 – Exclusion
5 th	5 – Expulsion

<i>Minor Offense (Warning to Community Service)</i>	<i>Occurrence and penalty</i>		
	1 st	2 nd	3 rd
On Campus Attire and Uniform			
Improper foot wear. Women may wear sandals only during Wednesdays and Saturdays	1	2	3
Not wearing proper school uniform / attire	1	2	3
Non-wearing of school ID	1	2	3
Wearing of earrings inside the campus (male students)	1	2	3
Piercing on any part of the head except the ears for females.	1	2	3
Sporting long hair and extreme haircut (e.g. madmax, etc.) for males.	1	2	3
Wearing of caps inside classrooms, AVR, Haggenburg Hall or any other venues inside the University.	1	2	3
Eating in areas designated as non-eating areas	1	2	3
Wearing of prohibited attire as prescribed in Chapter II section 1.7 of this handbook	1	2	3
On Campus Behavior			



Loitering in corridors / immediate areas where classes are ongoing	1	2	3
Making loud noises / shouting in corridors / stairways / immediate areas where classes are ongoing	1	2	3
Smoking inside the Campus	1	2	3
Littering	1	2	3
Violating regulations on use of school facilities	1	2	3
Exhibiting public display of physical intimacy such as: kissing intimately; necking or petting or playing with, kissing or fondling any sensitive part of the body; cuddling another or allowing another to cuddle one's self; sitting on another's lap or allowing another to sit on one's lap; resting the head on the chest or allowing another to rest on one's chest.*	1	2	3
Uttering of obscene words and language	1	2	3
Playing computer games in laboratories	1	2	3

Major Offense (Community Service to Expulsion)	Occurrence and penalty		
	1st	2nd	3rd
Academic Dishonesty			
Cheating in any form during an examination as described in Appendix G.	3	4	5
Plagiarism. Duplicating or creating copies of somebody else's work deliberately and presenting it as his/her own does not reflect scholarly outputs.	3	4	5
Having somebody else to take the examination regardless of any reason.	3	4	5
Offenses against any member of the Academic Community	1st	2nd	3rd
Disrespectful/refusal/ disregard for apprehensions /summon / notice of personal appearance before persons in authority.	3	4	5
Gross acts of disrespect in words or in deeds that tend to put the University or any administrator, faculty member, staff/personnel, maintenance personnel , students and visitors in ridicule or contempt.*	3	4	5
Physical assault, intimidation, threats against a school visitor, student or any personnel of the school.	3	4	5
Peeping through and using the CR of the opposite sex	3	4	5
Defamation against other people within school campus	3	4	5
Recklessness resulting to injury of any student, faculty or personnel of the school	3	4	5



Obstruction/disruption of classes/school activities	3	4	5
Proselytizing or promoting one's faith by attacking or denigrating others' religious beliefs	3	4	5
Destruction of property which shall include the following:	1 st	2 nd	3 rd
Graffiti on walls and other spaces prohibited by the school	3	4	5
Single tapping of ID with multiple entry	3	4	5
Fraudulent and/or inappropriate use of iCard and turnstile facility such as: Lending or exchanging of the iCard; Playing with the turnstile arms; passing under the turnstile arms; bringing and/or spilling of any form of liquids within two meter radius of the turnstiles ; and any other act that cause destruction of the turnstile.	3	4	5
Removal of any part or component of any computer or its accessories owned or used by the school without any authorization	3	4	5
Outright destruction of any school property	3	4	5
Alteration / Removal of official announcements or signs without authorization	3	4	5
Any form of destruction which shall render the property, equipment, facility useless or compromise the safety or dignity of any member of the academic community.	3	4	5
Destruction due to negligence and recklessness	3	4	5
Computer security breach or computer password disclosure.	3	4	5
Carving on furniture or any equipment of the school which is not intended for such purpose.	3	4	5
Unauthorized use/ misuse of emergency button The emergency button is meant to save lives.	3	4	5
Violation of administrative norms and policies and other penal statutes	1 st	2 nd	3 rd
Fraudulent procurement of school document ID/ Study Load/ Assessment Slip	3	4	5
Fraudulent procurement of school records, office forms, certifications	3	4	5
Tampering , falsifying or forging school documents / records / papers 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.*	3	4	5
Lending school documents (ID/ Study Load/ Assessment Slip for the purpose of deceit)	3	4	5



Representing the school or using its seal/symbols without proper authority	3	4	5
Unauthorized monetary solicitations inside and outside the University.	3	4	5
Gambling in any form inside school premises	3	4	5
Commission of three (3) minor offense constitute a major offense	3	4	5
Coercion / extortion	3	4	5
Acts of subversion or insurgency*	3	4	5
Hazing	3	4	5
Maligning the dignity and honor of any member of the campus community such as but not limited to the following: 1. Filing a complaint against any student, faculty, personnel or administrator without any basis or evidence 2. wrongful or fraudulent witnessing of any student against any member of the academic community	3	4	5
Conviction before any court for a criminal offense involving moral turpitude, against person or property other than through reckless imprudence*	3	4	5
Testifying falsely in any administrative proceeding, or knowingly making untruthful statements in documents or under oath when such oath is required.*	3	4	5
Unauthorized carrying of firearms/ explosive materials / deadly weapons and objects within the campus	3	4	5
Stealing or theft in whole or in part of any equipment, facility	3	4	5
Drunk/under influence of liquor/drinking hard drinks within the campus	3	4	5
Barricading / blockading the entry points of the university	3	4	5
Organization of stoppage or disruption of classes	3	4	5
Illegal / sale / use /possession / distribution of narcotics and other prohibited drugs within the campus or outside the University during school activity or academic functions and any other violations of the provisions of R.A. 9165 otherwise known as the "Comprehensive Dangerous Drugs Act of 2002".	3	4	5
Possession of dangerous substance without a valid license	3	4	5
Swindling / Estafa	3	4	5
Misappropriation of school funds	3	4	5
Acts that bring the name of the University into disrepute such as public and malicious imputation of a crime, or of a	3	4	5



vice or defect, real or imaginary, or any act of omission, condition, status or circumstance, tending to cause dishonor, discredit or contempt to the name of the University.			
Offenses against the confidentiality, integrity and availability of computer data and systems such as: Illegal Access, Illegal Interception, Data Interference, System Interference, Misuse of Devices, and other offenses as prescribed in the Republic Act No. 10175	3	4	5
Prohibited acts as defined in the implementing rules and regulations of the Anti-bullying Law (Republic Act No. 10627)	3	4	5
Any bullying done through the use of technology or any electronic means. It shall also include any conduct resulting to harassment, intimidation, or humiliation, through the use of other forms of technology, such as, but not limited to texting, email, instant messaging, chatting, internet, social media, online games, or other platforms or formats .	3	4	5
Photo and Video Voyeurism (R.A. 9995)	3	4	5
Any violation of the educational policies of the different programs (e.g. Nursing educational policies, Criminology, etc.)	3	4	5
Any other acts not contained in this table but included in the Manual of Regulations for Higher Educational Institutions as offenses	3	4	5

*Taken from the De La Salle University Student Handbook 2009 – 2012, p. B58)

- ***Any damages against property will be paid for by the offender on top of the sanctions filed against him/her.***
- ***The sanctions imposed will be subject to the discretion of the Discipline Committee based on the gravity of the offense.***

6 ADDITIONAL ISSUES AND CONCERNS

6.1 Use of Alias/Nickname



Students must only use their real names and surnames. The use of aliases or nicknames in the official record is prohibited by law. The CHED will not act on the promotion or graduation of a student who does not use his real first name and surname.

6.2 Change of Civil Status

Female students who change their status from Single to Married in the course of the school year shall submit a copy of her Marriage Certificate to the Registrar for the consequent change of her surname.

6.3 Change of Address

Any change in previously registered addresses or telephone number should be reported immediately to the Registrar and the Office of Student and Alumni Affairs.

6.4 On Channel

Problems of students should be resolved through proper channel:

6.4.1 Academic Problems

Subject Chairman, Program Dean, Registrar

6.4.2 Faculty Problems

Faculty member involved, Program Dean and the Vice President for Academic Affairs.

6.4.3 Non-academic Problems

Office directly involved and the Director of Student and Alumni Affairs

6.4.4 Other Student Problems

Guidance Counselors

6.4.5 Personal / Psychological Problems

Guidance Counselors



6.4.6 Financial Problems

Comptroller / Cashier / OAS

6.4.7 Spiritual Problems

ORA Director

Students are free to inform the Office of the President on problems and issues in the university. Students are encouraged to provide the necessary information in writing duly signed and/or to set an appointment.



CHAPTER III STUDENT FACILITIES AND SERVICES

1 INFORMATION DESK

- 1.1 For the convenience of all, Father Saturnino Urios University provides an information desk near the entrance of the school building during enrollment.
- 1.2 Members of different student organizations shall act as information officers throughout the school year.

2 UNIVERSITY LIBRARY

- 2.1 The library is the heart of the school. Students are advised to make use of the library services and facilities for their research undertaking and development.
- 2.2 The schedule of library hours is posted in the LED board outside the library. It is also discussed during the Library Orientation given to the new students.
- 2.3 For the guidance of the new/transferee students, the Librarian distributes to them printed Library guides/EIRC/Noguchi & Museum's Rules and Regulations.
- 2.4 Complaints about the library and its personnel should be brought to the attention of the Director of Libraries immediately.
- 2.5 Silence must be strictly observed in the library.
- 2.6 Visiting researchers will be accommodated every Wednesday from 8:00 am – 5:00 pm ONLY.

Visiting researcher not ALINET member:

- 2.6.1 Outsiders are allowed to use the library for a fee of Php 30.00/hour and a referral letter. They are not allowed to check out any library material.



2.6.2 ALUMNI

Alumni are considered visiting researcher after their graduation. They can avail library facilities and resources provided they present their alumni ID and pay 50% or Php 15/hour.

2.6.3 ALINET Member

Visiting researcher who are ALINET members will present their ALINET form to the Director of Libraries/Chief Librarian so they can avail library services and facilities at a rate of P30.00 per day.

2.7 All payments shall be made at the Cashier's Office.

3 AUXILIARY RESOURCE AND SERVICES OFFICE

3.1 The Book Store takes charge of selling textbooks, office supplies and other school need of the students.

3.2 The Book Store may purchase used books to be sold to students at lower prices.

4 RISOGRAPHING/MIMEOGRAPHING AND PHOTOCOPYING SERVICES

4.1 Risographing/mimeographing services are provided by the Print Shop and the Book Store at reasonable rates.

4.2 Photocopying Services are provided in the Library, the Print Shop, the Book Store and in conspicuous areas inside the school.

4.3 ARSO is composed of the following units: FSUU Bookstore, Print Shop, Photo Center, Sewing Center, Morelos Campus Bookstore, Coffee Point and Gym Hydration Kiosk.

4.4 The FSUU Bookstore takes charge of the selling of textbooks, school and office supplies, school uniforms and university apparel. Textbooks sold at the bookstore are based on book orders requested by Deans, Principal and Subject Chair duly approved by the Vice President for Academic Affairs.



- 4.5 The office also offers toga rental during graduation and seat cover rentals for events.
- 4.6 The office also takes charge of the exclusive soft drinks concession to all FSUU Caf, FSUU Cooperative and CB Spot Outlets. All university events requiring such product should order from ARSO only.
- 4.7 The office thru the Photo Center takes charge of ID Production for the students and alumni.
- 4.8 The Print Shop takes charge of the reproduction of test papers during examinations and also offers photocopying services for students. Other services offered are T-shirt printing, lamination, layout and printing for posters, brochures and mugs.
- 4.9 The FSUU Caf also offers school supplies, photocopying services, snacks and beverages for students inside the main campus.
- 4.10 The office also operates the ULoad Machines which are located at the FSUU Main Lobby and FSUU Morelos Canteen.
- 4.11 The GYM Hydration Kiosk is managed by FSUU ARSO. The outlet is open only when there are events and activities held at the FSUU Gym.
- 4.12 The Bookstore also offers convention kits for local and regional student conventions held at the university.

5 MEDICAL AND DENTAL CLINIC

The school provides the students school physicians, nurses and school dentist. Medical and Dental fees paid by the students are used for the maintenance and improvement of the health services.

- 5.1 Pursuant to the Republic Act no. 124, the school only provides medical examination to the students. However, the school clinic offers medical and dental consultation and health counseling.
- 5.2 Initial dose of medicines will be given for symptomatic relief of simple ailments like fever, headache, cough and colds,



abdominal pain and other body pains. Clinic also offers first aid treatment only and complicated cases are referred to the nearest hospital.

- 5.3 Students are entitled to one dental cleaning per year, temporary tooth filling per year and simple tooth extraction once every semester.
- 5.4 Students should have the responsibility to submit themselves for regular physical and dental examination at the clinic yearly.
- 5.5 Schedule of the school physicians and dentist is posted outside the clinic.

6 CANTEEN

- 6.1 The FSUU CAF, FSUU CAFEX is managed by the Father Saturnino Urios University.
- 6.2 The university provides decent, sanitary and well-equipped canteens. It is open from Monday to Saturday from 7:00 am to 7:00 pm.
- 6.3 Students may eat their lunch at the canteen. It practices "SELF-SERVICE" policy. Students pay as they order.
- 6.4 To keep the area clean, safe and decent, students are prohibited from committing the following:
 - 6.4.1 Acts of vandalism like destroying chairs, tables, spoons, forks and other equipment intended for canteen use;
 - 6.4.2 Studying, playing cards and other forms of gambling, and misbehaving;
 - 6.4.3 Bringing outside canteen premises soft drink bottles, utensils, and other properties without prior arrangement with the canteen staff.

7 MAIL SERVICE

- 7.1 The Office of Student and Alumni Affairs publishes in its bulletin board the names of students who have



letters. They can claim their letters from the student assistant of the Office of Student and Alumni Affairs by presenting their ID card.

- 7.2 The mail service is limited to letters only. Packages, money orders and the like are not accepted. However, the names of the recipients are published. The owners will have to claim these personally from the mail delivery service companies/offices.
- 7.3 Letters not claimed after one month will be labeled "Return to Sender" and shall be returned to the Post Office.

8 GUIDANCE AND COUNSELING SERVICES

- 8.1 Guidance and Counseling Services are available to all students to help them in their personal and academic difficulties. Through these services, the school hopes to promote the students' personal, social and spiritual and vocation adjustment.

Students should feel free to visit the Guidance Office.

- 8.2 The Guidance and Counseling Center offers the following services:
 - 8.2.1 Information – assists the individual in helping him/her know and understand the world or environment she/he is in.
 - 8.2.2 Counseling – helps the individual become capable of self-direction, sound judgment, and self-understanding.
 - 8.2.3 Consultation – assists the individual in identifying needs and appropriate services to present problems.
 - 8.2.4 Testing – helps the individual know her/himself better through the use of standardized instruments.
 - 8.2.5 Referral – provides specialized assistance to individuals when problems are not within the scope of counselors' resources.



8.2.6 Follow-up – appraise the individual who have been counseled or referred to determine whether further assistance is necessary.

8.3 Other services include:

8.3.1 Career Development Program (CarDev). A special program purposely designed for students. It consists of varied activities to help students become aware of the school environment and self, and prepare them for a life after school.

8.3.2 Peer Facilitators Program (PFP). Young adolescents tend to identify and seek help from their age-group. This is the rationale of organizing this program. Students are screened on the bases of their interest to serve, intelligence and willing to undergo training that includes the skills of counseling, facilitating, and leading their peers.

8.3.3 Public Relations. An outreach programs designed to respond to community needs.

8.3.4 The Guidance Center offers seminar-workshops on Self-Awareness, Relationship Enhancement, Values Clarification, Effective Communication, Human Relations, etc.

8.3.5 The Guidance Center is staffed with full-time Guidance counselors assigned to the different programs to provide guidance services. These counselors are assisted by Peer Facilitators.

All students must see their departmental counselor.

9 RELIGIOUS SERVICES

To provide spiritual formation for students (FSUU Vision-Mission) is the primary function of ORA. The following are its services:

9.1 Liturgical Services

9.1.1 Daily Mass 5:00 PM except for Wednesday and First Friday at 12:00 NN



9.1.2 Confession

9.1.3 Birthday Blessing

9.1.4 Holy Hour every First Friday

9.1.5 Confirmation

9.1.6 Bible Enthronement

9.2 Devotional Services

9.2.1 Holy Rosary

9.2.2 Fiesta Celebration of St. Aloysius Gonzaga, patron saint of FSUU Chapel

9.2.3 Fiesta Celebration of St. Ignatius of Loyola, founder of Jesuits Missionary

9.3 Pastoral Services

9.3.1 Recollection

9.3.1.1 First Year Recollection = Let Your (SELF) Light Shine

9.3.1.2 Second Year Recollection = Let Your (COMMUNITY) Light Shine

9.3.1.3 Third Year Recollection = Let Your (CHURCH) Light Shine

9.3.1.4 Graduating Recollection/Retreat = Let Your (PROFESSION) Light Shine

9.3.2 Training of Altar Servers and Liturgical Lectors

9.3.3 Spiritual Direction

9.3.4 Prayer Service

9.3.4.1 Before Giving Birth



9.3.4.2 Before Undergoing an Operation in the Hospital

9.3.4.3 Anointing of the Sick

9.3.4.4 Prayer for the Dead

9.4 Catechetical Services

9.4.1 Religious Education

9.4.1.1 Salvation History = First Year, First Semester

9.4.1.2 Christology = First Year, Second Semester

9.4.1.3 Church and Sacraments = Second Year, First Semester

9.4.1.4 Christian Morality = Second Year, Second Semester

9.4.2 Symposium on Vocation

9.4.3 Conference on Prayer

9.4.4 Bible Quiz

10 WI-FI

10.1 Students will be registered to FSUU Wi-Fi Service when officially enrolled.

10.2 Only one device is allowed to be registered for every student based on the WI-FI Registration Policy.

11 DATA ADMINISTRATION OFFICE

11.1 Reprinting of Full Payment Certification/ Statement of Account is P50.00. However, for Scholarship & any other purposes, reprinting is P20.00.



11.2 Study Load printing will be free of charge for those students with adjustments in their assessment.

11.3 Student Profile should be completed upon enrolment/updated in order to view one's account.

11.4 Reprinting exam permit is P50.00.

12 CULTURAL SERVICES

12.1 The Culture and Arts Programs provides four cultural services namely: The University Choir, Dance Troupe, Museum and Theater Arts. Each unit has an adviser/trainer.

12.2 Each of these services recruits members at the start of the school year. Students are enjoined to submit themselves for audition so that whatever talent they have will be honed further.

13 ATHLETIC SERVICES

13.1 To foster the idea of a sound body and mind, all students are encouraged to participate in athletics, intramurals and other sports events during the school year, aside from those required in the P.E courses.

13.2 Through athletics, students receive training in sportsmanship, discipline and physical development.

13.3 Any qualified student may represent the university in intercollegiate sports. Sportsmanship, fair play and teamwork must be strongly emphasized in athletic activities.

14 ADMISSIONS AND SCHOLARSHIP

The FSUU Office of Admissions and Scholarships (OAS) is the arm of the institution which extends to students from other parts of the region to provide them with a chance at quality university education. It is the office tasked in the articulation of the various programs and services offered by Father Saturnino Urios University. The OAS also provides options for different scholarships to its students. These scholarships are made



available to qualified students who have the academic capability but lack the financial resources needed for their schooling.

- 14.1 The Admissions and Scholarship Office guides incoming and first year applicants relative to the application and enrollment procedures of the university.
- 14.2 Screens and approves application for university admission.
- 14.3 Coordinates with the agencies, private persons, civic organizations and corporations who sponsored scholarship grants and financial aid in Father Saturnino Urios University.

15 INTERNATIONAL STUDENTS SERVICES & PROGRAM

Father Saturnino Urios University provides the following services and programs to foreign applicant students:

- 15.1 The university designates an international Student Adviser to facilitate optimal adjustment of the foreign student to the new culture, environment and people.
- 15.2 The university designates an in-house Liaison Officer accredited by the Bureau of Immigration to assist the applicant in processing his/her 9(f) Conversion or Extension Visa(s) and iCard/Alien Certificate of Registration (ACR) to the local and national Bureau of Immigration office.
- 15.3 The university provides socio-psycho-cultural integration program.
- 15.4 The university provides airport to residence/school reception.
- 15.5 The university assists the applicant in finding a comfortable and safe place to stay in the city while studying at Father Saturnino Urios University.
- 15.6 The university may arrange a home stay for International Students.



16 LOST AND FOUND SECTION

- 16.1 From time to time, the Office of Student and Alumni Affairs Office posts notices of Lost and Found items. Owners may claim these items from the Office of Student and Alumni Affairs.
- 16.2 Students are enjoined to return found articles to the Office of Student and Alumni Affairs office who will see to it that these articles are returned to the rightful owners.

17 STUDENT AND ALUMNI AFFAIRS OFFICE

The Student and Alumni Affairs Office serves as the official medium between authorities of the university and the student body concerning student development, student activities and student discipline.

The Areas of Concern:

17.1 Student Development

This area takes charge of all training programs designed to produce a pool of student leaders who are actively involved in their self-development and that of their peers to become dynamic Christians. This area also coordinates with other support units in the university whose functions are to help orient students to the university environment.

17.2 Campus Organizations

This area is responsible for the proper coordination and supervision of student activities that are essential to the balanced formation and development of the students. It also takes care of regulating the operations as well as the activities of all duly recognized student organizations in cooperation with the Student Government through the Office of the League of Campus Organizations for purposes of providing the needed guidance and for the maximum utilization of their capacities and potentials. All efforts are directed toward the attainment of the goals and objectives as envisioned in the approved constitutions and by-laws of the respective organizations.



17.3 Student Discipline

This area is concerned with the order of things. Rules and regulations are set-up and external discipline supervised. Discipline here means the enhancement of certain attitudes, values and behavior patterns that contribute to productive and harmonious living within the campus in particular and the society in general.

17.4 Composition and Functions of the Student Discipline Committee

17.4.1 Composition of the Student Discipline Committee

- a. The Chairman of the committee shall be the Dean of the College of Law, the Director of Student Affairs as a regular member of the committee, the SSG President or his/her duly appointed representative shall be the student representative, and the SSG Adviser.
- b. The Director of Student and Alumni Affairs shall appoint three other regular members of the committee.

17.4.2 Functions of the Student Discipline Committee

- a. The Discipline Committee en banc shall conduct the disciplinary hearing of all major offense cases.
- b. Recommends the imposition of the appropriate sanction or acquittal of students involved in a case.

17.5 Alumni and Placement

17.5.1 The alumni are still part of Father Saturnino Urios University. Communication to and from them is channeled through the Student and Alumni Affairs Office.

17.5.2 Availability of employment for the alumni and students are channeled through the Student and Alumni Affairs Office.



18 REGISTRAR'S OFFICE

The Office of the Registrar coordinates and controls activities involving student registration (validation of credentials and enrollment), transfer and graduation.

The Office is primarily responsible for the records and other vital documents of the university. Students who wish to verify their records concerning their academic status are required to see their corresponding Records In-charge.

For cases not normally handled by the Records In-charge, students are encouraged to see the University Registrar.

The following are the services of the Registrar's Office:

- 18.1 Issues transfer credentials, transcript of records, certification of academic status and other related documents that student needs for purposes of job application, travel, transfer, scholarship grants, board examination and other legitimate purpose.
- 18.2 Records, enrollment data, and other related statistics that may be requested in connection with faculty/student research and academic activities.
- 18.3 Conducts evaluation of student records for graduation. Handles the evaluation and graduation application by scheduling specific periods for each activity and post it at the Registrar's Bulletin Board.

19 MULTIMEDIA CENTER

- 19.1 The multi-media center is under the Property and Maintenance Office.
- 19.2 Reservation for the use of the multi-media center and its equipment shall be made by accomplishing the form that is available at the center.
- 19.3 All reservations shall be filed three days before the scheduled activity to give time for the technicians to prepare



the equipment. The properly filled-up forms shall be submitted to the Property & Maintenance Office.

20 NATIONAL SERVICE TRAINING PROGRAM

20.1 All incoming first year students in any baccalaureate degree course or at least two-year technical, vocational or associate courses are required to complete one (1) NSTP component: the Civic Welfare Training Service (CWTS) to be taken for two semesters. Literacy Training Services (LTS) and Rover Scouting (RS).

20.2 No fee shall be collected for any of the NSTP component except basic tuition fees, which should not be more than 50 percent of the charge for the school per academic unit.

21 COMMUNITY EXTENSION SERVICE

The CES is committed to provide appropriate and relevant community extension programs to meet the identified needs and problems of the marginalized and less privileged sector in the society. Members of Father Saturnino Urios University community are encouraged and motivated to volunteer their time, expertise, talent and resources to serve the identified beneficiaries. The CES strives to contribute to the attainment of the vision-mission of the school through advocacy, linkages and community outreach activities in its adopted communities and various programs for the greater community.

22 STUDENT PUBLICATION

22.1 Based on the Campus Journalism Act of 1992, student publications refer to printed materials that are independently published by and which meet the needs of the students. These include newspapers, magazines, newsletters, periodicals, handouts and other publications, could be mimeographed or photocopied, published by students for campus circulation.

22.2 Circulation of publications of unrecognized groups, organizations or individuals must have the prior approval of the Office of Student and Alumni Affairs upon the recommendation of the Student Publication Committee.



22.3 To obtain recognition, the following procedure shall be followed:

22.3.1 The student publication shall present a proposal, which shall include the purpose and intended content of the periodical or newspaper congruent to the field of interest or specialization of the sponsoring group.

22.3.2 Submit a list of the editorial board of the newsletter or periodical.

22.3.3 Indicate the number of copies to be circulated as well as the possible recipients of the publication.

22.3.4 Give one copy of every issue to the Office of Student and Alumni Affairs and two for the Student Publications Committee, one of which shall be filed in their respective archives.

22.4 Selection of the Editorial Board

22.4.1 DECS Order No. 94, series of 1991* states that the selection of Chief Editors and members of the staff of tertiary publications shall be through competitive examinations prepared, conducted and supervised by a body composed of the following:

22.4.1.1 One representative from the administration (in the case of Father Saturnino Urios University, it shall be the *Urian* Adviser).

22.4.1.2 One faculty member with a background in journalism or creative writing.

22.4.1.3 One mass-media practitioner.

22.4.1.4 Two past editors of the major publications to be chosen by the outgoing editorial board (in the case of the *Urian*, the past editors shall refer to the outgoing editorial board members).



22.4.2 The above-mentioned body constitute the **Editorial Selection Board** which shall have the following duties and functions:

22.4.2.1 To evaluate and select the incoming editorial staff based on clearly established criteria and properly promulgated procedures.

22.4.2.2 To formulate questions for the written and oral examinations.

22.4.2.3 To check the examination papers and present the results of the same to the Office of Student and Alumni Affairs.

22.5 The Editorial Board

22.5.1 Only those who take and pass the examination shall be allowed to become members of the editorial board of the major publication.

22.5.2 Minor publications may select their editorial boards through the election or appointments according to the preference of the organization.

22.5.3 Members of the editorial board of the major publication should have a general average of 2.5 without any incomplete, dropped or failing grade throughout the duration of their term.

22.5.4 In order to qualify to the top positions, the candidate should have at least one semester residence prior to the assumption of office.

22.5.5 They should be full-time students carrying a minimum academic load of 18 units per semester during the school year in which they are in office, with the exemption of graduating students who may enroll in less than 18 units in their last term.

22.5.6 They should not hold office in any executive capacity in any major or minor publication or any recognized student organization while they are still members of the editorial board.



22.5.7 They should not be in any disciplinary probation and must not have been found guilty of any major offense by the Disciplinary Board/Committee for the past semester at the time of consideration of the Board.

22.5.8 Members of the Editorial Board granted scholarship by the school are required to report regularly to the office for three (3) hours a day.

22.5.9 The Editorial Board is expected to have their day-to-day operation that will be referred to the Office of Student and Alumni Affairs for comments.

22.6 Selection of New Staff Members

Staff members shall be determined by the editorial board based on proficiency, attitude and competence through competitive examinations and interviews to be conducted by the editorial board of each publication headed by the Editor-in-Chief.

22.7 Selection of Technical Adviser

22.7.1 The Urian Technical Adviser shall be chosen in accordance with Sec. 6 of R.A. 7079, An Act Providing for the Development and Promotion of Campus Journalism and for other Purposes; and of Art XIII of the Urian Constitution and By-Laws.

22.7.2 Pursuant to Section 6 of R.A. 7079, the technical adviser shall be appointed by the school administration from a list of recommendees submitted by the editorial board.

22.7.3 He/She must be a graduate of Journalism or other related course; if not, at least an English teacher with a background in Journalism.

22.7.4 The function of the technical adviser shall be limited to technical guidance and not to disapprove or change the decisions of the editorial board.



22.7.5 The adviser assists the staff in printing related communications with the partner printing press.

22.7.6 The technical adviser shall be subject to an evaluation by the Urian Editorial Board and by the Committee on Student Publication at the end of every school year, and the results thereof shall be the basis of his/her reappointment.

22.8 Committee on Student Publications

22.8.1 The Office of Student and Alumni Affairs shall organize the Committee on Student Publications to be composed of the Chairperson of the Humanities Division who shall sit as chair, one faculty member with a background in journalism, the Editor-in-Chief of the *Urian* and the Secretary of Information of the Supreme Student Government.

The Committee on Student Publications shall have the following duties and functions:

22.8.1 To come up with guidelines for student publications and ensure that these guidelines are implemented.

22.8.2 To recommend to the Office of Student and Alumni Affairs revisions of the rules and regulations in the Student Handbook covering student publications.

22.8.3 To assist the Office of Student and Alumni Affairs and the *Urian* Adviser in the preparation and implementation of journalism workshops and other related projects.

22.8.4 To assess the performance of various student publications and provide recommendations for their improvement.

22.8.5 Meet at least one semester and if necessary, more often.



23 STUDENT GOVERNMENT

- 23.1 The SSG is a union of students in the campus tasked to uphold the democratic rights and welfare of the students as a medium to enhance student leadership. It is given autonomy to program its own calendar of activities every school year in coordination with the Office of Student and Alumni Affairs.
- 23.2 The school administration provides the SSG with an adviser, to guide and assist the SSG Officers in their planning and implementation of their program of activities. The executive officers shall also be provided with offices and the legislative department, a session hall.
- 23.3 Officers granted scholarship by the administration is required to report to their offices at least three hours a day.
- 23.4 The SSG is expected to come out with internal rules and regulations to guide them in their day-to-day operations.
- 23.5 All SSG Officers shall clear themselves from financial accountabilities every semester or before leaving the school in cases of transfer or graduation.

For this purpose, clearance should be obtained from the Office of Student and Alumni Affairs.

Non-compliance of this regulation debars the student from taking the final examination and their credentials will not be released to them.



CHAPTER IV STUDENT ACTIVITIES

The university recognizes the importance of developing creative and responsible student leaders who will eventually assume the mantle of leadership in their chosen fields of endeavor. For this purpose, it seeks to encourage the formation of student groups that pursue clearly established common objectives and the initiation of student-directed endeavors for the social, cultural, political and spiritual development of the students.

1 GENERAL POLICIES

- 1.1 Students are encouraged to participate in co- and extracurricular activities since these are excellent means of fostering cooperation, responsibility, creativity, and leadership among students. Furthermore, these activities are needed in their total development.
- 1.2 Any bona fide student of Father Saturnino Urios University qualifies to join any organization provided that his/her membership in such organization does not hamper his/her academic duties. Extra-curricular activities are intended to supplement and not to interfere with the student's academic activities. In view thereof, a student with poor academic performance will be properly advised by the Dean of the program where he/she belongs before he/she can join an organization.
- 1.3 Students desiring to establish, join and participate in student organizations on campus shall do so as a right, subject only to reasonable regulations promulgated by the university through the Director of Student and Alumni Affairs and rules provided for by the SSG-LCO.
- 1.4 It shall be the responsibility of the Director of Student and Alumni Affairs to provide guidance and to supervise and moderate the operations as well as the activities of all duly recognized student organizations, in cooperation with and through the SSG-LCO, for the maximum utilization of their potentials, resources and efforts towards the attainment of the goals and objectives as envisioned in their approved constitution and by-laws.



2 RULES AND REGULATIONS GOVERNING STUDENT ORGANIZATIONS

The establishment and operation of organizations in all colleges and universities are governed by the rules and regulations established by the Department of Education, Culture and Sports as contained in Department Order No. 61, series of 1985 and the Rules and Regulations Concerning Organizations and their Activities within School Campus.

2.1 Classes or Types of Student Organizations which Father Saturnino Urios University may extend recognition:

2.1.1 Supreme Student Government

SSG is constituted by duly elected and appointed officers of the student body and whose jurisdiction includes IPSO FACTO, all student belonging to the different programs of Father Saturnino Urios University.

The Supreme Student Government shall be governed by its existing constitution and by-laws.

2.1.2 Departmental Organizations

Constituted by the duly elected officers of the department and whose jurisdiction includes IPSO FACTO, all students belonging to the department.

2.1.3 Academic Organizations

A student belonging to a specific program shall be automatically considered a member of the student organization under that program.

2.1.4 Other Campus Organizations

Membership may be gained through voluntary affiliation of students enrolled in Father Saturnino Urios University, governed by a set of rules and officers whose jurisdiction include only such voluntary affiliated students.



Any fifteen (15) students who wish to organize themselves may apply to the Director of Student and Alumni Affairs through the SSG-LCO. They will be subjected to the following requirements below.

However, if the members are less than fifteen (15) students, approval for registration is pending until the required number is achieved after the League of Campus Organization Fair.

2.1.4.1 For New Organizations

A letter of application will be filed to the Director of Student and Alumni Affairs through the League of Campus Organizations (LCO)/Supreme Student Government accompanied by the following documents to be placed in a folder:

- Goals and objectives
- Proposed budget
- Constitution and by-laws
- Names, year, course and signature of the student's members
- Proposed activities for the entire year
- Name of adviser who is a full-time employee of Father Saturnino Urios University, with the letter of acceptance addressed to the Office of Student and Alumni Affairs.

Endorsed student organizations shall be considered as recognized by the SSG-LCO.

2.1.4.2 The SSG-LCO shall endorse the application of the new organization to the Director of Student Affairs. The endorsement to be submitted to the Office of Student and Alumni Affairs should include the following:

- LCO endorsement to the Office of Student and Alumni Affairs in three copies



2.1.4.3 Recognition made by both the Office of Student and Alumni Affairs and the SSG-LCO are separate and independent.

2.1.4.4 Each organization is required to have an adviser. He/She shall be answerable to the administration in relation to the activities of the organization. Selection of the adviser needs the approval of the school administration.

2.1.4.5 All recognized organizations shall have a book of accounts which shall indicate all collections and disbursements of the organization. Such books of accounts shall be made available for inspection anytime.

2.1.4.6 Yearly requirements for recognition are the same with its initial application with the addition of the following:

- A report of activities undertaken during the preceding year.
- A statement of accounts for the preceding year
- Proper turn-over and list of property acquired with status

2.1.4.7 Application for renewal and recognition shall be filed 15 days after the start of the regular classes within the first month of the first semester of each school year.

2.1.4.8 All documents must be neatly typed in three copies on long sized bond paper and must be placed in a separate folder.

2.1.4.9 The recognition granted to any student organization shall not bestow on such organization the right to officially represent Father Saturnino Urios University, nor shall the recognition automatically carry with it authority to undertake activities and use of school facilities except, however, when such authority



is specifically given by the Office of Student and Alumni Affairs.

2.1.4.10 Father Saturnino Urios University does not recognize any organization whose membership is not exclusively composed of Father Saturnino Urios University students.

2.2 Documentation of Student Activities

2.2.1 All recognized campus organizations should submit three copies of documentation for every activity conducted, as a basis for evaluation of student activities of all recognized campus organizations. These documents should be submitted not later than one week after the date of the activity to the FSUU-SSG LCO.

2.2.2 The activity/project report should follow the format of the documentation provided by the FSUU-SSG LCO for the future use of the office and the organization. Three copies should be stamped received and the date of the submission must be indicated. Incomplete copies will not be accepted.

2.2.3 Non-submission of the documentation report will mean non-recognition and non-accreditation of the activity and is subject to sanctions provided for in the rules of the FSUU-SSG LCO.

2.2.4 The failure of any recognized student organization to comply with the requirements shall be sufficient cause for the school administration to take appropriate disciplinary action against the student officers concerned or to withdraw or cancel recognition granted to such student organization without prejudice, however, on the part of the student organization concerned to appeal the action taken to the Commission on Higher Education (CHED).

3 ACTIVITY PERMITS

Extra-curricular activities are classified into two types: On-campus and Off-campus activities.



3.1 On-campus Activities

Any extra- or co-curricular activity done inside the campus, i.e., meetings, symposia, etc., which need the use of school facilities like rooms, AVR, Gym etc., the individual/group sponsoring the activity should inform in writing the Director of Student and Alumni Affairs about said activity and once approved obtain a permit from the Property & Maintenance Office.

Permits should be obtained not less than one (1) week before the actual activity so that proper booking can be done earlier to avoid conflict in the use of other facilities.

When an activity disrupts classes in general, the organization concerned should first make arrangement with the Office of the Vice President for Academic Affairs before going to the Office of Student and Alumni Affairs for approval of such activity.

3.2 Off-campus Activities

Any organization that intends to hold extra- or co-curricular activity outside the school campus should first obtain approval from the Office of the Vice President for Administrative and Student Affairs by submitting a Letter of Intention from the Office of Student and Alumni Affairs noted by the Adviser and endorsed by the Subject Chairs/Program Dean. The following documents will then be accomplished.

1. Pre-approval Application for Group Outing
2. Letter to parents, estimated budget and parents' consent.
3. Office of Student and Alumni Affairs approval with a list of all students joining the activity.
4. Academic-related trips should first be endorsed by the Vice President for Academic Affairs and the Office of Student and Alumni Affairs before the approval of the Vice President for Administrative and Student Affairs.



- 3.3 It is advised that off-campus activities should be done on non-school days so that absences can be avoided.

4 INITIATION RITES

- 4.1 With the Anti-Hazing Law, it becomes a general policy at Father Saturnino Urios University that NO HAZING is allowed during initiation by any school organization.
- 4.2 Psychological or body contact form of initiation is absolutely not allowed, pursuant to the provision of the "ANTI-HAZING LAW".
- 4.3 Any organization that intends to conduct initiation rites to incoming members shall first obtain a written permit from the office of the Director of Student and Alumni Affairs.
- 4.3.1 Such organization shall furnish the Office of the Director of Student and Alumni Affairs the following:
- Written proof that all incoming members are 18 years old and above
 - Written parental consent of incoming members
 - Names and signature of persons involved in the Initiation
 - The nature and procedure of the initiation rites
 - The date and venue of the initiation
- 4.3.2 At no instance should an outsider be allowed to participate in the initiation rites.
- 4.3.3 An adviser must be present during the initiation rites so that the rites are properly done.
- 4.3.4 The absence of the adviser shall constitute a major offense punishable by the provisions cited in this handbook. All officers regardless of their involvement in the initiation and members present during the initiation shall be held liable.

5 PRIVILEGES OF RECOGNIZED ORGANIZATIONS

Only recognized campus organizations shall enjoy the following privileges:



- 5.1 Holding meetings and activities relevant to their objectives with knowledge of the adviser and the approval of the Office of Student and Alumni Affairs.
- 5.2 Making proposals affecting the whole student body but such proposals must be referred to the FSUU-SSG congress.
- 5.3 Asking for a dialogue with the persons concerned after proper written notification.



CHAPTER V STUDENT RIGHTS

General Principles

Sec. 1. Declaration of Policy

It is declared that:

- 1.1 The vision-mission of Father Saturnino Urios University is to motivate and influence the members of the academic community, specially its students, to become whole persons through an Urian education and promote the core values as exemplified by the founder, Fr. Saturnino Urios, SJ.
- 1.2 The members of the academic community recognize the student's rights to participate actively and effectively in the democratic processes of affecting progressive and developmental changes within the university.

Sec. 2. Guiding Principles

The Father Saturnino Urios University Students Declaration of Rights declares the following as its basic guiding principles:

- 2.1 Urian education, being the primary means by which knowledge, skills, and values are imparted to the students, shall be given priority and full attention by all members of the Academic community.
- 2.2 Student organizations shall develop in line with the Father Saturnino Urios University Vision-Mission Statements and shall promote democratic processes. Membership and active participation in student organizations, alliances, and federations which promote and protect rights and welfare and/or contribute to national development shall be guaranteed by the Supreme Student Government and the school authorities.
- 2.3 Student organizations shall not be subjected to rules and regulations that unduly hamper their activities and are prejudicial to their objectives and interest, provided that such



objectives are aligned with the vision-mission of the university.

- 2.4 The Student Government, being the sole and the highest form of expression of student power in campus, shall have the right to participate in the formation of school policies directly affecting the students.
- 2.5 Student publications shall serve as the principal medium for free and responsible expression, dissemination of information, and interaction among the different sectors of the academic community.
- 2.6 With their democratic rights guaranteed, students shall serve as a potent and cogent force in the country's social transformation and development.

Right to Organize

Sec. 3. Right of Organization

Unity and collective efforts being fundamental to the realization of common goals and the promotion and protection of common interests, the university recognizes organizations, alliances or federations for their physical, intellectual, moral, cultural, civic, spiritual, social and political interests. As long as these are not contrary to the vision-mission of the university, these shall not be abridged.

- 3.1 The university shall ensure the democratic and autonomous existence of the Supreme Student Government. This body shall have its own set of elected officers. They are also provided with an adviser upon their recommendation. The Supreme Student Government shall have the right to determine its policies and programs on student activities subject to its duly ratified constitution and by-laws.
- 3.2 The school shall not impose excessive charges to the different student organizations for the use of school facilities in the conduct of student organization activities. Whenever possible, the university administration shall allow student organizations to use these facilities free of charge.



Right to Participate in Policy-Making

Sec. 4. Right to Representation

The university shall recognize the right of students to be represented, through the Supreme Student Government, in policy-making bodies handling issues involving the following:

- 4.1 Enrollment
- 4.2 Graduation
- 4.3 Honors and Awards
- 4.4 Student Development
- 4.5 Student Activities
- 4.6 Grievance
- 4.7 Security
- 4.8 Student Publication
- 4.9 Student Handbook Revision
- 4.10 Matriculation and Miscellaneous
- 4.11 Alumni
- 4.12 Curriculum revisions
- 4.13 Admissions

Right to Freedom of Expression and Opinion

Sec. 5. The students have the right to

- 5.1 freely express their views and opinions in any form that is acceptable to the academic community. Opposition to school policies inimical to student's interest shall not be a ground in denying or withdrawing scholarship grants and privileges to



deserving students or shall affect academic and/or extra-curricular standings. *

- 5.2 state their concerns on matters related to the quality of their education;
- 5.3 freely express their personal opinion on matters relevant to their existence in the campus as students;
- 5.4 file a grievance against any member of the academic community following the guidelines stipulated in the Student handbook.

Academic Rights

Sec. 6. Dropping/Adding of Subjects

The student has the right to drop or add courses/subjects as stipulated in the Student Handbook.

Sec. 7. Honors and Recognition

A student who excels academically shall be given recognition through semestral and graduation honors.

Sec. 8. Academic Evaluation

Students have the right to know at the start of the semester how they will be evaluated in the course they enrolled in.

Sec. 9. Class Standing

Students have the right to be informed by the instructors/professors of their class standing not later than two weeks following their mid-term examinations. They also have the right to see their graded quizzes and other works, which will have a bearing on their grades before the final examination.



Sec. 10. Consultation

Students have the right to be given proper consultation by their professors/ instructors.

Sec. 11. Computation of Grades

Students have the right to see their duly corrected answer sheets and the computation of their final grades.

Sec. 12. Curriculum

Students have the right to give their opinion regarding their curriculum to their respective programs.

Right to Information

Sec. 13. On Fees and Payments

- 13.1 Tuition, special fees, and deadlines for payments must be posted on the administrative bulletin board prior to and during enrollment period.
- 13.2 While it is true that when a student enrolls, he/she is enrolling for the entire semester, a student has the right to refund when he desires to withdraw as stipulated in Chapter 1, section 15.2b of this handbook, if applicable.

Sec. 14. On Absences and Dropping

The student has the right to information regarding his accumulated absences, which might lead to his/her being dropped by the instructor. For this purpose, a referral slips for a student who incurred five consecutive absences should be submitted to the Guidance Office for counseling and to the Office of Student and Alumni Affairs for information.

Sec. 15. On Final Examination

At the beginning of the course, students have the right to be informed of their instructors' policies for final examinations and the criteria for exemptions. Students have their right to be informed of the major examination schedule.



Right to Due Process in Disciplinary Proceeding

Sec. 16. The Right to Due Process

- 16.1 A student subject to disciplinary proceedings shall have the right to defend himself/herself, to be heard, and to present evidence on his/her behalf before the Program Level Investigating Committee.
- 16.2 Blacklisting, expulsion, suspension or any disciplinary sanction shall not be valid unless the following rights have been observed and accorded the student:
 - 16.2.1 The right to be informed in writing of the nature and cause of the accusation against him/her.
 - 16.2.2 The right to a hearing before the Program Level Investigating Committee.
 - 16.2.3 The right to defend himself/herself and to be defended by a counsel of his/her choice with adequate time being given him/her for the preparation of his/her defense.
 - 16.2.4 The right to confront witnesses against him/her and to full access to the evidence in the case.
 - 16.2.5 The right against self-incrimination.
 - 16.2.6 The right to appeal adverse decision of the Program Level Investigating Committee to the Disciplinary Committee and President of the university and ultimately to the Commission on Higher Education.
 - 16.2.7 The decision in any disciplinary proceeding must be tendered on the basis of relevant and substantial evidence presented at the hearing or at least contained in the record and disclosed to the student affected. The deciding body must act on its own independent consideration of the facts of the case. The body shall, in all questions, render a decision in such a manner that the issues involved,



and the reasons for such a decision, are made clear to the student.

16.2.8 The gravity of disciplinary sanctions must be commensurate to the seriousness of the violation committed

Other Rights

Sec. 17. Rights Against Unreasonable Searches and Seizures

Every student shall not be subjected to any form of unreasonable search or seizure. No search and seizure is deemed valid without a search warrant except for the following instances:

- 17.1 Seizure made at the point of ingress or egress by authorized school personnel;
- 17.2 Searches and seizures of illegal articles;
- 17.3 Searches and seizure of illegal articles that are discovered inadvertently by duly authorized personnel;
- 17.4 Seizures made when a student is about to commit, is committing, or has just committed a crime or a serious infraction of the school's rules and regulations; and,

Articles seized in violation of the above rights shall not be used as evidence against the student in any disciplinary action that may be brought against him/her.

Sec. 18. Access to School Records and Issuance of Official Certificates

Every student shall have access to his/her own school records, the confidentiality of which the school shall maintain and preserve. He/She shall have the right to be issued official certificates, diplomas, transcript of records, grades, transfer credential and other similar documents upon the request of the student and after having fulfilled the necessary requirements.



Sec. 19. Prohibition Against Involuntary Contributions

All involuntary contributions are prohibited except those approved by their own student organizations/ student government.

Sec. 20. The Right to Adequate and Safe School Facilities

The students shall have the right to be provided adequate, safe, and clean facilities by the school.

Sec. 21. Prohibition Against the Militarization of the School Campus

The pursuit of academic excellence and exercise of academic freedom can be attained only in an atmosphere free from fear and unreasonable restraint.

Pursuant thereto, no military detachments shall be installed in the school campus. Military elements and/or policemen in uniform or in plain clothes and school security forces shall not interfere with student activities particularly peaceful mass actions inside school campus. School officials may, however, request their presence in cases where there is disruption of normal school operations.



CHAPTER VI STUDENT GRIEVANCE

Grievances 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 him/herself.

As befits URIANS in an academic community and living Urian values, grievances against any member of the academic community and fellow students are best settled through sincere dialogue and discussion. It is only as a last resort that one must take formal procedures to settle grievances.

Proper communication is absolutely necessary if the academic community is to interact satisfactorily. If something is wrong, those affected should not wait for a crisis to appear but should attempt to settle the matter informally as soon as possible (i.e., orally). As long as grievance is made orally, it is considered informal and it may be settled informally. Only when a grievance is expressed in writing and duly signed does it become a formal complaint needing a formal procedure for settlement.

PROCEDURE

INFORMAL GRIEVANCE

If the controversy involves a student against another student, it is expected that the students involved, upon the initiative of the aggrieved party, will come to a dialogue to settle the matter with utmost objectivity and respect for each other. This is a sign of maturity.

However, if both parties believe that they are not emotionally ready and might erupt into a serious physical encounter, the students, upon the initiative of the aggrieved party, shall look for somebody, maybe a teacher who knows both of them, a guidance counselor, or even the Office of Student and Alumni Affairs to act as bridge or a mediator.

If a controversy involves a student and faculty, generally, a student with due respect is encouraged to present his/her oral/complaint to the faculty member concerned and settle it through a sincere dialogue. If the concern is not settled through the dialogue, the



student should ask the Chairperson of the faculty member who shall facilitate the dialogue and act as mediator and resolve the matter amicably. If the parties concerned have not yet conducted a dialogue within seventy-two hours (72) upon receipt by the subject Chair, or a dialogue transpired but the issue was not yet resolved, then the student may already file a formal written complaint.

FORMAL GRIEVANCE

All formal complaints shall be filed at the Office of the Director of Student & Alumni Affairs.

A written complaint shall bear the name of the person to whom the complaint is filed against; the narration of the circumstances surrounding the act complained of; and the specific action asked for. The said complaint should be duly signed by the complainant.

The following procedures are adopted.

1. Complaint of an Individual Student against a Faculty
 - 1.1.1 The student shall submit a formal written complaint to the Office of Director of Student & Alumni Affairs or through the Supreme Student Government Committee on Student's Rights for assistance on requirements and process of formal grievance. After evaluating, the Committee shall forward the said complaint to the Director of Student & Alumni Affairs.
 - 1.1.2 Upon receipt of the written complaint, the Director of Student & Alumni Affairs shall forward it to the Vice President for Academic Affairs through the Program Dean. The Program Dean shall conduct initial investigation and assessment to ascertain facts gathered from the parties concerned through the assistance of the Subject Chair.
 - 1.1.3 When, in the opinion of the Dean, the case involves major infraction which warrants a sanction of suspension to termination, he/she shall submit the same case to the Human Resource Management & Development Director.



- 1.1.4 However, if the said case is within the disciplinary authority of the Program Dean, within three (3) days from receipt of the complaint, the Program Dean writes the faculty concerned to respond in writing within five (5) days from receipt thereof excluding Saturdays and Sundays.
 - 1.1.5 If within the specified period, the faculty failed to answer the complaint in writing based in the available records or facts, it shall be considered an admission of the charges and the Program Dean shall resolve the complaint based on the available records or facts.
 - 1.1.6 Upon receipt of the written reply, the Program Dean evaluates the complaint and the written reply. He/she may ask for clarificatory questions and shall call the parties involved to a meeting for this purpose within three (3) days from receipt of the written answer.
 - 1.1.7 The Program Dean resolves the case within three (3) days after the meeting based on the facts and evidences presented and available records. The resolution shall be submitted to the Vice President for Academic Affairs and to the HRMD Director for review. Once reviewed, the HRMD returns the resolution to the Program Dean for implementation.
 - 1.1.8 If the complaint is not settled at the level of the Program Dean, the complainant may elevate the case to the Vice President for Academic Affairs.
 - 1.1.9 Immediately after receipt of the complaint, the Vice President for Academic Affairs may create a Grievance Committee, which shall resolve the complaint as soon as possible, preferably within one week. The decision of the body is appealable to the Office of the University President whose decision is final and executory.
- 1.2 Complaint Against a Faculty Member by a Class/Group
 - 1.2.1 A complaint can be raised by a group or class. A complaint raised by three (3) or more students is considered a group and a grievance raised by fifty percent (50%) plus one (1) of the class against the faculty member of a certain subject/course is considered as class grievance.



1.2.2 The complaint shall be guided by the procedures as stipulated above.

1.3 Complaint of Student, Faculty, Non-Teaching Staff/Personnel, Administrator Against a Student

1.3.1 Any faculty, non-teaching staff/Personnel and Administrator may directly submit a formal written complaint against a student to the Director of Student & Alumni Affairs.

1.3.2 The DSAA decides on all cases deemed as minor based on the substantial evidence. An appeal to the Decision of the DSAA may be filed before the Disciplinary Committee.

1.3.3 For cases falling under major offenses, the following process applies:

1.3.3.1 Upon receipt of the written complaint, the Director of Student & Alumni Affairs forward the said complaint to the Program Dean to where the student belongs attaching the original complaint for initial investigation.

1.3.3.2 The Program Dean, within three (3) days upon receipt of notice of complaint, shall notify the student concerned through a written invitation for hearing stating the charges against him/her and attaching the original complaint and the schedule of hearing. The invitation for hearing shall state the nature of the alleged offense(s) including the specific sections of the Student Handbook violated and the right of student to be heard and to seek counsel.

1.3.3.3 The parties concerned may request the presence of a counsel who could be, but not limited to any member of the Urios Community, a faculty member, a fellow student, parent, guardian or relative to provide them advice during the grievance proceedings. Said counsels shall not be allowed to participate during the proceedings.



- 1.3.3.4 The parent/guardian shall be furnished a copy of the invitation to appear and may be present during the hearings.
- 1.3.3.5 The student, within five (5) days upon receipt of the notice, shall submit a written answer to the charges including any evidence or other relevant materials in support to his/her written answer. The Committee on Students Rights of the Supreme Student Government shall facilitate/help the concerned student in extracting sworn statements as may be necessary.
- 1.3.3.6 Within three (3) days upon receipt of the written answer, the Program Dean will convene the Program Level Investigating Committee to hear and decide the case.
- 1.3.3.7 During the hearing/s the student shall be accorded the opportunity to be heard and shall have the right to present evidence(s) in his/her behalf. He/she has the right to ask for the assistance of his/her counsel as defined in 1.3.3.3.
- 1.3.3.8 To be able to gather important facts and evidences related to the case, all parties concerned should be invited to the hearing/s.
- 1.3.3.9 The Program Level Investigating Committee resolves the case within three (3) days after the hearing/s based on the facts and evidences presented. A copy of the resolution shall be given to the Director of Student & Alumni Affairs together with the complete record of the case (original complaint, the answer, the resolution and other documents related to the case).
- 1.3.3.10 The Director of Student & Alumni Affairs evaluates and confirms the disciplinary sanctions before it is effected.
- 1.3.3.11 If the recommended penalty is exclusion, dismissal or expulsion or if the DSAA finds that decision and recommendation of the Program Level Investigation Committee is inconsistent with the



given disciplinary sanction, the DSAA shall endorse the said case to the Disciplinary Committee for review.

1.3.3.12 The Chair of the Disciplinary Committee shall convene the Committee.

1.3.3.13 The Committee sees to it that the requirements of due process as laid down in 1.3.3.1 up to 1.3.3.8 have been followed.

1.3.3.14 The Committee shall review the records of the case. If clarificatory hearings are needed for the proper disposition of the case, the Committee may call the parties to clarificatory hearing/s.

1.3.3.15 The Disciplinary Committee shall, in not more than five (5) working days after the termination of the deliberations and or clarificatory hearing/s, submit its resolution to the University President who shall make the FINAL decision.

1.3.3.16 The Office of the Student & Alumni Affairs shall facilitate the implementation of the final decision. Copies of the decision shall be furnished to the following:

- Student concerned and his/her parents
- Program Dean to which the Student belongs
- Office of the Registrar
- Complainant
- Each member of the Disciplinary Committee
- Director of Student & Alumni Affairs
- University President

1.3.3.17 A motion for reconsideration may be filed by the student concerned within ten (10) days from the receipt of the copy of the final decision before the University President, on any of the following grounds:

The decision is not supported with evidences on record.



The decision is contrary to law based on the misappreciation of facts. *

- 1.3.4 All complaints shall be filed as soon as possible. No complaint shall be entertained if filed later than sixty (60) days after the lapse of the semester or summer session within which the alleged offense was committed.
- 1.3.5 The Director of Student & Alumni Affairs may also file a formal complaint against a student on behalf of the non-members of the FSUU community.

1.4 Individual Student's Complaint Against Administrative Staff/Personnel

- 1.4.1 The student shall submit a formal written complain to the Office of Director of Student & Alumni Affairs or through the Supreme Student Government Committee on Student's Rights for assistance on requirements and process of formal grievance. After evaluating, the Committee on Students Rights shall forward the said complaint to the Director of Student & Alumni Affairs.
- 1.4.2 Upon receipt of the written complaint, the Director of Student & Alumni Affairs shall forward the formal written complaint to the Office of the Human Resource Management & Development (HRMD) Director.
- 1.4.3 Upon receipt of the written complaint, the HRMD Director forward the complaint to the Office Head where the employee belongs.
- 1.4.4 The office Head will inform the employee in writing about the said complaint and will give the employee five (5) days to answer the complaint in writing.
- 1.4.5 Upon receipt of the written explanation of the employee, the Office Head will call the concerned parties for a meeting to resolve the issue/s at hand. He/she is given seventy-two (72) hours to make a resolution after the said meeting to be submitted to the HRMD Director for review before it is effected.



APPENDIX A: FRATERNITIES

CHED Order No. 4, 1995

PREVENTIVE MEASURES AGAINST VIOLENCE AND SANCTIONS OF FRATERNITIES AND OTHER STUDENT ORGANIZATION

1. The fundamental law of the land requires the state through its instrumentalities particularly 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. Student dedication to study, respect for authority, and observance of the rules and regulations of educational institutions are ignored. Existing laws and other administrative issuances 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 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 aggrupation. 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 B: HAZING

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

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.

The term organization shall include any club or the Armed Forces of the Philippines, Philippine National Police, Philippine Military Academy, or officer and cadet corps of the Citizen's Military Training, or Citizen's Army Training. The physical, mental and psychological testing and training procedures and practices to determine and enhance the physical, mental and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for purposes of this Act.

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 or organization seven (7) days before the conduct of such 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 of 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 therefrom.
 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 of work in which he was habitually engaged.
 4. The penalty of reclusion temporal in its minimum period of in consequence of the hazing the victim shall become deformed shall have lost the use thereof, or shall have been ill or incapacitated for the performance of the activity or work which he was habitually engaged for a period of more than ninety (90) days.
 5. The penalty of prison 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 prison 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 prison mayor in its minimum 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 from one (1) to (9) days, or that the injury sustained shall require medical attendance of the same period.
8. The penalty of prison correctional 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 schools or of the police, military or citizen's army training organization, may impose the appropriate sanctions of 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 consented 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 occurring.

The school authorities including faculty members who consented 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 principal unless he prevented the commission of the acts punishable 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 of provision thereof shall remain valid and effective.

Sec. 6 All laws, orders, rules and regulations which are inconsistent with a 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 dailies.

APPROVED



APPENDIX C: SEXUAL HARASSMENT

REPUBLIC ACT NO. 7877

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

- SECTION 1. Title
This Act shall be known as the "Anti-Sexual Harassment Act of 1995."
- SECTION 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 right, 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.
- SECTION 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 this act.
- a. In a work-related or employment, sexual harassment is committed when;
1. The sexual favor is made a condition in the hiring or in the 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 passing grade, or the granting of honors and scholarships or the payment of a stipend, allowance or other benefits, privileges, or consideration; 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.

SECTION 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 resolution settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:



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 thereof.

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.

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.

SECTION 5. Liability of the Employer, Head of Office, Educational or training institution.



The employer or head of office, educational or training institution shall be solidarily 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 institutions is informed of such acts by the offended party and no immediate action is taken thereon.

SECTION 6. Independent Action for Damages.

Nothing in this act preclude the victim of work, education or training-related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

SECTION 7. Penalties.

Any person who violates the provision of this Act shall, upon conviction, be penalized by imprisonment of not less than (1) month nor more than six (6) months, or a fine of not less than Ten Thousand pesos (P10,000.00) or more than Twenty Thousand Pesos (P20,000.00), or both such fine and imprisonment at the discretion of the court.

SECTION 8. Separability Clause.

If any portion or provision of this Act is declared void and unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

SECTION 9. Repealing Clause.

All laws, decrees, orders, rules and regulations, other issuances or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SECTION 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.) JOSE DE VENECIA, JR.
President of the Senate

(Sgd.) EDGARDO J. ANGARA
Speaker of the House
of Representatives

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 of February 8, 1995.

(Sgd.) EDGARDO E. GUMANGAN
Secretary of Senate

(Sgd.) CAMILO L. SABIO
Secretary General
House of Representative

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



APPENDIX D: Committee on Decorum and Investigation of Cases on Sexual Harassment

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

1.1 The 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 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 Dean of College, as chair,

1.2.2 The FSUUFEEA President representing the rank and file employees

1.2.3 The President of the Supreme Student Government, representing the student, and

1.2.4 Dean, College of Law

1.2.5 The Committee shall report to the President

1.3 Specific Powers and Functions

1.3.1 Conducts meetings and consultations with sectors of the Father Saturnino Urios University academic community



1.3.2 Undertakes information dissemination and other activities geared towards raising the awareness and consciousness of the members of the academic community on the issues of Sexual Harassment

1.3.3 Promulgates rules or guidelines as may be necessary for the effective implementation of the Anti-Sexual Harassment

1.3.4 Constitute the proper-subcommittee for the investigation and hearing of a sexual harassment case.

1.3.5 Exercise the powers as maybe 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 Father Saturnino Urios University, verbal or written or on a yearly semestral basis; (d) all students.

1. Sub-committee to Hear and Investigate Sexual Harassment Cases

Upon receipt of a complaint alleging sexual harassment committed by any person over whom 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 the implementing guidelines. They shall represent the following sectors.

1. Administrators
2. Teachers
3. Staff
4. Students, (if the complainant is a student)



2.2 Powers and Functions

- 2.2.1 Investigates, hears and decides sexual harassment cases for which it was constituted
- 2.2.2 Issues subpoena 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 impose the appropriate penalty in accordance with these policies and guidelines.
- 2.2.4 Exercise the powers necessary to effectuate the Anti-Sexual Harassment act of 1995.

Guidelines/Procedures in handling Sexual Harassment Cases

1. COMPLAINT

- 1.1 A formal complaint in writing under oath shall be filed to the chair of the committee on investigation by the complainant or by any person having direct knowledge of the case.
- 1.2 No particular format is required for the complaint and must contain the ff:
 - 1.2.1 the full name and address of the complainant.
 - 1.2.2 the full name and address of the respondent.
 - 1.2.3 a narration of the pertinent facts of the charge or charges.

On cases where the complaint is not under oath, the complainant shall be summoned by the chair swear to the truth of the allegations in the complaint.

- 1.3 The respondent shall be notified by the chair in writing regarding the complaint filed against him/her with a copy of the complaint attached at least five (5) days prior to the complaint.



2. ANSWER

- 2.1 The respondent shall be made to answer the complaint in writing under oath within three (3) days upon receipt of the complaint.
- 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.

3. HEARING

- 3.1 Upon receipt of the answer or should the respondent fail to answer the complaint, the committee should schedule for a hearing and a corresponding notice of the hearing shall be issued to the parties not earlier than five (5) days nor later than ten(10) days. If the victim of the sexual harassment is a student, the parents or guardian shall also be sent a copy of the notice.
- 3.2 The committee shall as far as possible conclude the hearing or investigation within thirty (30) days from filing of the charges.
- 3.3 The committee shall prepare a report within fifteen (15) days after the conclusion of the investigation or hearing and submit the report and recommendation to the Office of the President

Sanction / Penalties

Sexual Harassment sanctions shall be determined according to the gravity of the offense.

1. *As simple misconduct*

First Offense	:	Suspension without pay for one (1) month and one (1) day to six (6) months.
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Second Offense : Suspension without pay for one (1) year with prejudice to subsequent promotion and permanency.

Third Offense : Dismissal from the Father Saturnino Urios University upon clearance.

1. *As Conduct Prejudicial to the Interest of the Service or Disgraceful and Immoral Conduct*

First Offense : Suspension without pay for six (6) months and one (1) day to one (1) year with prejudice to subsequent promotion and permanency

Second Offense : Dismissal and permanent disqualification from employment in Father Saturnino Urios University.

1. *As Grave Misconduct*

First Offense : Dismissal and permanent disqualification from employment in Father Saturnino Urios University.

1. *A student found guilty of simple misconduct involving sexual harassment shall be penalized with community service, sessions on Gender and Development and etc. for a period not less than one (1) calendar day but not more than thirty (30) calendar days, provided that should the student be found guilty for the third time, the penalty shall be expulsion. The student shall also be required to take Gender Sensitivity sessions and counseling. Grave misconduct involving sexual harassment shall be punishable by expulsion.*



APPENDIX E:

Republic Act 9165: The Dangerous Drugs Act of 2002

Excerpts from The Dangerous Drug Act of 2002

ARTICLE IV

PARTICIPATION OF THE FAMILY, STUDENTS, TEACHERS AND SCHOOL AUTHORITIES IN THE ENFORCEMENT OF THIS ACT

- SEC. 42. Student Councils and Campus Organizations. – All elementary, secondary and tertiary schools' student councils and campus organizations shall include in their activities a program for the prevention of and deterrence in the use of dangerous drugs, and referral for treatment and rehabilitation of students for drug dependence.
- SEC. 43. School Curricula. – Instruction on drug abuse prevention and control shall be integrated in the elementary, secondary and tertiary curricula of all public and private schools, whether general, technical, vocational or agro-industrial as well as in non-formal, informal and indigenous learning systems. Such instructions shall include:
- 1) Adverse effects of the abuse and misuse of dangerous drugs on the person, the family, the school and the community;
 - 2) Preventive measures against drug abuse;
 - 3) Health, socio-cultural, psychological, legal and economic;
 - 4) Steps to take when intervention on behalf of a drug dependent is needed, as well as the services available for the treatment and rehabilitation of drug dependents; and
 - 5) Misconceptions about the use of dangerous drugs such as, but not limited to, the importance and safety of dangerous drugs for medical and therapeutic use as well as the differentiation between medical patients and drug dependents in order to avoid confusion and accidental stigmatization in the consciousness of the students.



- SEC. 44. Heads, Supervisors, and Teachers of Schools. – For the purpose of enforcing the provisions of Article II of this Act, all school heads, supervisors and teachers shall be deemed persons in authority and, as such, are hereby empowered to apprehend, arrest or cause the apprehension or arrest of any person who shall violate any of the said provisions, pursuant to Section 5, Rule 113 of the Rules of Court. They shall be deemed persons in authority if they are in the school or within its immediate vicinity, or even beyond such immediate vicinity if they are in attendance at any school or class function in their official capacity as school heads, supervisors, and teachers. Any teacher or school employee, who discovers or finds that any person in the school or within its immediate vicinity is liable for violating any of said provisions, shall have the duty to report the same to the school head or immediate superior who shall, in turn, report the matter to the proper authorities. Failure to do so in either case, within a reasonable period from the time of discovery of the violation shall, after due hearing, constitute sufficient cause for disciplinary action by the school authorities.
- SEC. 45. Publication and Distribution of Materials on Dangerous Drugs. – With the assistance of the Board, the Secretary of the Department of Education (DepEd), the Chairman of the Commission on Higher Education (CHED) and the Director-General of the Technical Education and Skills Development Authority (TESDA) shall cause the development, publication and distribution of information and support educational materials on dangerous drugs to the students, the faculty, the parents, and the community.
- SEC. 46. Special Drug Education Center. - With the assistance of dimensions and implications of the drug problem; SEC. 46. Special Drug Education Center. - With the assistance of the Board, the Department of Interior and Local Government (DILG), the National Youth Commission (NYC), and the Department of Social Welfare and Development (DSWD) shall establish in each of its provincial office a special education drug center for out-of-school youth and street children. Such Center which shall be headed by the Provincial Social Welfare Development Officer shall sponsor drug prevention programs and activities and information campaigns with the end in view of educating the out-of-



school youth and street children regarding the pernicious effects of drug abuse. The programs initiated by the Center shall likewise be adopted in all public and private orphanage and existing special centers for street children.



**APPENDIX F:
REPUBLIC ACT NO. 7079**

**AN ACT PROVIDING FOR THE DEVELOPMENT AND PROMOTION OF
CAMPUS JOURNALISM AND FOR OTHER PURPOSES**

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

SECTION 1. Title – This Act shall be known and referred to as the “Campus Journalism Act of 1991.”

SECTION 2. Declaration of Policy – It is the declared policy of the State to uphold and protect the freedom of the press even at the campus level and promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of student’s concerned and promoting responsible and free journalism.

SECTION 3. Definition of Terms.

- a) School – An institution for learning in the elementary, secondary or tertiary level comprised of the studentry, administration, faculty and non-faculty personnel.
- b) Student Publication – The issue of any printed material that is independently published by, and which meets the needs and interests of, the studentry;
- c) Student Journalist – Any bona fide student enrolled for the current semester or term who has passed or met the qualification and standards of the editorial board. He must likewise maintain a satisfactory academic standing;
- d) Editorial Board – In the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations. In the case



of elementary and high school levels, the editorial board shall be composed of a duly appointed faculty adviser, the editor who qualified and a representative of the Parents-Teachers' Association, who will determine the editorial policies to be implemented by the editor and staff members of the student publication concerned. At the tertiary level, the editorial board may include a publication adviser at the option of its members; and

- e) Editorial Policies – A set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as school administration's policies. Said guidelines shall determine the frequency of publication, the manner of selecting articles and features and other similar matters.

SECTION 4. Student Publication – A student publication is published by the student body through an editorial board and publication staff composed of students selected by fair and competitive examinations. Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication's funds.

SECTION 5. Funding of Student Publication – Funding for the student publication may include the savings of the respective school's appropriations, student subscriptions, donations, and other sources of funds. In no instance shall the Department of Education, Culture and Sports or the school administration concerned withhold the release of funds sourced from the savings of the appropriations of the respective schools and other sources intended for student publication. Subscription fees collected by the school administration shall be released automatically to the student publication concerned.

SECTION 6. Publication Adviser - The publication adviser shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the adviser shall be limited to one of technical guidance.



- SECTION 7. Security of Tenure – A member of the publication staff must maintain his or her status as student in order to retain membership in the publication staff. A student shall not be expelled or suspended solely on the basis of articles he or she has written, or on the basis of the performance of his or her duties in the student publication.
- SECTION 8. Press Conference and Training Seminars – The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences and training seminars in which student-editors/writers and teacher-advisers of student publications in the elementary, secondary and tertiary levels shall be held at the institutional, divisional, and regional levels, culminating with the holding of the annual national elementary, secondary or tertiary School Press Conferences in places of historical and/or cultural interest in the country.
- SECTION 9. Rules and Regulations – The Department of Education, Culture and Sports, in coordination with the officers of the national elementary, secondary or tertiary organizations or official advisers of student publications, together with student journalists at the tertiary level and existing organizations of student journalists, shall promulgate the rules and regulations necessary for the effective implementation of this Act.
- SECTION 10. Tax Exemption – Pursuant to paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations, or contributions used actually directly and exclusively for the promotion of campus journalism as provided for in this Act shall be exempt from donor's or gift tax.
- SECTION 11. Appropriations – For the initial year of implementation, the sum of Five million pesos (P 5,000,000.00) is hereby authorized to be charged against the savings from the current appropriations of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.
- SECTION 12. Effectivity – This Act shall take effect after fifteen (15) days following the completion of its publication in the Official



Gazette or in at least two (2) newspapers of general circulation.

Approved, July 5, 1991



Appendix G: Guidelines on Academic Dishonesty and Cheating*

Cheating includes but not limited to the following:

1. Unauthorized possession of notes or any material related to the examination papers whether the student uses it or not.
2. Copying or allowing another student to copy from one's examination papers. In the latter case, both parties are liable.
3. Looking or glancing at another student's examination paper, or allowing another student to glance or look at his/her examination paper. If a student is caught looking or glancing, or allowing another student to glance or look at his/her paper, he/she is warned by the instructor/proctor. Repetition of the same is a conclusive presumption of cheating.
4. Communicating with another student or any person in any form during an examination or test without permission from the instructor or proctor; this includes cell phones, other electronic gadgets and leaking examination questions to another or other students.
5. Having somebody else's take an examination or test, or prepare a required report or assignment for one's self. If both parties are students, both are liable.
6. Any other suspicious behavior or any combination of the above-mentioned actions during examination or test can be regarded as cheating and passes the burden of proving otherwise to the student.
7. Other forms of academic dishonesty as defined and explained below:
 - 7.1 All homework, assignment, thesis/paper, projects, computer programs are expected to be the student's own work. He/she must distinguish his/her own idea and those of the author by citing the source.
 - 7.2 Copying a program from another student or any other source is a form of academic dishonesty, as deriving a program substantially from the work of another.
 - 7.3 Written permission of the instructor concerned should first be obtained if the student intends to submit same or similar work to any other course/subject.

*(Section on Academic Dishonesty and Plagiarism is taken from the Xavier University Student Handbook 2012, pp. 52-53)



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