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## **FOREWORD**

*This handbook serves as the primary source of guidance and reference to all students.*

*The rules and regulations contained herein apply to all bonafide College students who, upon admission, agree to abide by them.*

*Besides this Handbook, the student is expected to consult other sources of information such as bulletin board postings, handouts, newsletters, announcements and others. He is, therefore, responsible for knowing all pertinent official announcements made by the administration, the faculty, and the student councils.*

## **MISSION STATEMENT**

We, the students, academic and non-academic personnel of Holy Angel University declare ourselves a Catholic learning institution. Together, we co-create a quality educational experience and environment that promote Christ-centered values, professional competence, leadership and social responsibility.

Our goal is the development of the whole person in the service of man for the greater glory of God. Thus, we commit ourselves to the founders' vision of a Catholic institution offering accessible quality education.

Laus Deo Semper!

## **VISION**

1. As an institution of higher learning continuously seeking excellence, our research, community involvement and linkages ensure that both curriculum and instruction are updated and responsive to the changing times. Our students learn independence, reflective thinking and curiosity to life. Our graduates find fulfillment in their chosen careers and vocations.
2. We partner with communities for their greater empowerment and self-reliance. We provide opportunities for alternative and life-long learning. We lead in the preservation and promotion of local history and culture, as well as play an advocacy role in contemporary issues.
3. Our governance is known for its transparency, accountability, sense of justice, and strong adherence to the highest ethical standards.
4. Aware of their role and contribution to the University, our employees take pride in their work and their commitment to serve. Our faculty and staff are distinguished by professional competence, innovative methodologies and deep awareness of their responsibility as role models.
5. We provide a campus that is conducive to meaningful academic and social exchange, and that promotes physical and spiritual development.
6. We cultivate in all community members the deepening of an inner life characterized by a maturing conscience and a compassionate heart. We nurture relationships with one another towards transforming our academic community into a Christ-centered family.

## **GOALS AND OBJECTIVES**

In pursuance of its mission, Holy Angel University adopts the following objectives which permeate its departmental curricular offerings:

1. To provide the student with moral and intellectual training in a Christian atmosphere so that he may

become an efficient and integrated person.

A person who is in the process of becoming the person he aspires to be:

- as a human being in relation to himself and God;
  - as a social being in relation to society;
  - as a professional in relation to the community;
  - as a worker in relation to the environment;
  - a person who is aware of and alive to the social realities of widespread injustice and inequity;
  - who contributes to the development and attainment of an economically equitable, politically just and participative, culturally integrated society; and
  - who is socially responsible in upholding and defending human dignity and participates in promoting the common welfare.
2. To make itself, in coordination with other social institutions, a more responsive and accessible instrument for the advancement of equality and the promotion of social responsibility, thus serving as a catalyst for change towards a society of freedom, justice and peace.

## **VISIONS, MISSIONS AND OBJECTIVES OF ACADEMIC UNITS**

### **College of Arts & Sciences and Education**

#### ***Vision***

Emboldened by our commitment to transformative education, we produce professionally competent and holistically developed Christian individuals through our curricular offerings that respond to the needs of the local community and society at large.

#### ***Mission***

In consonance with the University's mission of offering quality Catholic education and with the founder's motto of *Laus Deo Semper*, the College of Arts & Sciences and Education aims to produce highly competent and globally competitive Christian professionals. It also aims to provide the students the most diverse, meaningful and liberating educational experiences that can enhance their communication skills, critical thinking, research capability and social responsiveness.

#### ***Objectives:***

The College of Arts & Sciences and Education provides a solid foundation towards the formation of highly competent Christian professionals who are committed to promote harmonious relationship in organizations through the programs which aim to:

1. Equip students with theoretical and applied knowledge so that they develop a sound perspective of their respective field of specialization;
2. Provide opportunities for the students' spiritual development through their regular and active participation in the celebration of the Sacraments and spiritual enhancement programs like retreats and recollections, and involvement in different religious organizations;
3. Instill in the students the attitudes, values and discipline of flexibility and sensitivity to the needs of the people in various types of organization;

4. Imbue the students with a sense of moral and social responsibility through their involvement in community service and related curricular activities;
5. Engage students in research undertakings and provide opportunities for them to critique other scholarly studies towards the promotion of breakthroughs in various disciplines; and
6. Provide students with apprenticeship for them to acquire first – hand information and adequate exposure and to explore the careers of professional practice towards a well – rounded training in their respective field of specialization.

## **College of Business and Accountancy**

### ***Vision***

The College of Business and Accountancy has the distinction of being the Center of Excellence in Business Education in Region III.

As a Center of Excellence, the college operates on distinguished standards in instruction, research and community service. It significantly excels in the following areas:

- Consistently above-national passing average performance in the CPA Licensure Examination;
- Level III accreditation status;
- Interactive instructional materials and facilities;
- Established linkages with local and global industries for employment of its graduates;
- Scholarly research outputs published in international business journals;
- Adopted barangays have become model communities.

The University considers this distinction as a challenge to continuously commit itself to begin the leader in business education and to share its capabilities to other academic institution in the region.

### ***Mission***

The Holy Angel University College of Business and Accountancy is committed to being the premier learning institution in Central Luzon by providing high-quality business and accountancy education to the young men and women through a wide range of relevant educational experience.

We are also committed to develop our students to their fullest potential as a person, by creating an environment that will make learning an enjoyable and meaningful experience.

We, the faculty, administration and the staff shall constantly strive to provide our sincerest service to our students as we are committed to the same ideals of integrity, professionalism and love of God and country.

### ***Objectives***

The College aims:

1. to equip students with the knowledge and skills necessary for active and effective participation in the progress of the local economy;
2. to provide the necessary preparation to fulfill the complex functions of entrepreneurship and business leadership;
3. to develop responsible professionals who will uphold the integrity and ethical standards of their profession;
4. to develop socially responsible, competent business executives; and
5. help improve the national economy through the development of relevant occupations.

## **College of Criminal Justice Education and Forensics**

### ***Mission***

The College of Criminal Justice Education and Forensics is committed to become a premier institution for career development and enrichment of law enforcement practitioners and leaders with a distinct expertise in criminal justice and forensic sciences anchored on Christian values and global standards.

### ***Vision***

The college envisions being a center of excellence in criminal justice education and forensics in the country by creating an industry-related environment through relevant and extensive curricular programs and state-of-the-art facilities and equipment.

### ***Objectives***

- Inspired by its mission-vision, the college endeavors to:
- Nurture its students/trainees with the comprehensive and updated knowledge, essential values and industry-related competencies in the fields of law enforcement, criminal justice and forensic sciences;
- Recruit qualified, seasoned, competent and service oriented faculty to deliver quality instruction both in campus and off-campus settings;
- Acquire adequate and state-of-the-art laboratory equipment;
- Establish linkages/partnership with key local, national or international industry players and law enforcement agencies for on-the-job training and immersion programs;
- Engage both faculty and students in research and extension activities in pursuit of new knowledge and development initiatives in law enforcement, criminal justice and forensic sciences;
- Register an impressive and continuously improving board examination performance that is significantly higher than the national performance through a comprehensive review and assessment program.

## **College of Engineering and Architecture**

### ***Vision***

**The College of Engineering and Architecture envisions to develop:**

- *Graduates* who consistently perform well in the board examination and are highly competitive;
- *Faculty members* are highly competent, who possess research culture, and actively involved in community service;
- *Laboratory facilities* that are at par with leading engineering schools in the country;
- *Linkages* with national and international organizations, institutions and industries.

### ***Mission***

The mission of the College of Engineering and Architecture is committed to provide quality engineering and architecture education that will produce competent individuals who will contribute to the advancement of technology and improvement of life; to develop well-rounded persons capable of living Christian values and professional ethics; and to instill awareness and commitment to the preservation of the environment for the benefit of the future generations.

## **Objectives**

The College of Engineering, in line with University tradition of contributing towards the formation of competent Christian professionals, is committed to the pursuit of academic excellence in engineering education as it aims to achieve the following objectives:

1. to provide students with fundamental knowledge and skills in the technical and social disciplines so that they may develop a sound perspective for competent engineering practice;
2. to inculcate in the students the values and discipline necessary in developing them into socially responsible and globally competitive professionals;
3. to promote through its curricular offerings and research undertakings, the development of a sustainable environment and the improvement of the quality of life;
4. to instill in the students a sense of social commitment through involvement in meaningful community projects and services; and
5. to make a definite contribution to the advancement of knowledge and technology that is beneficial to a dynamic world.

## **College of Hospitality Management**

### ***Mission***

The College of Hospitality Management is committed to:

- Continuously provide quality education through its highly competent and experience-based faculty, and staff and state of the art facilities;
- Develop students to their fullest personal and professional potential
  - through updated curricula and learning approaches that responsive to global challenges;
- Promote life-long learning by engaging in relevant industry practice, research, and community service.

### ***Vision***

The College of Hospitality Management envisions to continuously pursue being a model of excellence in the hospitality industry whose graduates are imbued with culinary expertise, supervisory and entrepreneurial skills in the field anchored on Christian values and global standards.

## **Objectives**

### **The College aims:**

1. To offer academic programs that meet the needs of both local and international industry partners as well as address entrepreneurial growth in the region and the country in general.
2. To instill Christian values endowed with a sense of social responsibility through community service and servant leadership.
3. To support its faculty toward continuous enhancement of personal and professional qualities.

## **College of Information & Communications Technology**

### ***Mission***

The College of Information and Communications Technology is committed to offer quality education to produce professionally competent and globally competitive graduates who are self-reliant, employable, morally as well as spiritually upright, socially responsible and adaptive to the changing needs of times.

### ***Vision***

The College envisions itself as a center of development/excellence in IT Education in the country by creating an industry-oriented environment through relevant curricular programs and state-of-the-art facilities.

*The College aims:*

- To equip student with the fundamental ICT knowledge and skills necessary for active participation in the production and utilization of innovative systems and applications;
- To recruit competent as well as industry and service-oriented faculty dedicated to deliver quality instruction, scholarly research outputs; and need based community service;
- To establish linkages/partnerships with reputable organizations for service-learning opportunities to ensure an up-to-date and responsive program offerings; and
- To engage students, faculty and administrators in community extension service through provision as well as transfer of IT skills to partner groups/communities.

## **College of Nursing and Allied Medical Sciences**

### ***Mission***

We, the teaching—learning community of the Holy Angel University College of Nursing, are empowered to function at our optimum and committed to provide accessible quality nursing education and best learning experiences, geared to mold graduates where their professional competence and personal qualities are deeply rooted on Christ's ideals of selfless service to enhance the quality of life.

### ***Vision***

Holy Angel University is a premier of Nursing Education. We strive to be the best in the region recognized for excellence in improving health through the integration of teaching, practice and research.

The College provides excellence in baccalaureate education. Such program prepares graduates to be able to:

- Think critically and apply scientific methods using data available.
- Employ therapeutic communication in all fields and nursing set up.
- Possess scientific and technical competence to practice safely in the discipline.
- Have the inclination and knowledge necessary to be competent both in local and global nursing setting.
- Participate in activities that contribute to lifelong personal and professional development.

## Graduate School of Engineering

### *Mission-Vision*

The Graduate School of Engineering and Architecture of Holy Angel University offers graduate degree programs which are geared towards the development of responsible and highly competent engineers who will lead in development activities and research undertakings in the academe and industry who will contribute to the advancement of science and technology.

## Graduate School of Nursing

### *Mission and Vision*

The MA Nursing Program is committed to advance the science of nursing through the preparation of nurses who will be the future leaders of Nursing Service and Education. The Program prepares nurses who will do research, provide quality nursing care in both clinical and community setting and leadership in the education of future nurses.

## HISTORY OF THE UNIVERSITY

### *The Early Years*

In 1933, a high school was born through the joint efforts of the late **Archbishop Pedro P. Santos**, then the parish priest of the town of Angeles and later Archbishop of Nueva Caceres, and **Don Juan D. Nepomuceno**, a prominent businessman of the same town. The school was christened "Holy Angel Academy". Its primary purpose, after Don Juan's son Javier clamored for a school he could transfer to, was to offer a secondary Catholic education on the secondary level which the founders felt was the need of the community at the time. It was the Philippines first Catholic co-educational high school and first Catholic school founded by lay persons. It was organized as a non-stock, non-profit corporation oriented toward service to the community. With the able educational leadership of **Ricardo V. Flores**, an energetic educator from Pagsanjan, Laguna, who became the first principal, permission to open the school was granted. In June of 1933, Holy Angel Academy opened its doors to a modest group of 78 students. The following year, government recognition was granted on the basis of the excellent results of the students in the achievement tests administered by the Commission of Private Education. Owing to this achievement and the missionary zeal of the founders, a steady increase in enrolment was achieved.

### *Expansion*

In 1948, the evening session for high school was opened with the objective of providing educational opportunities to working students. In the same year, having in mind those who cannot afford to study in Manila, the school administration organized and opened the tertiary department, with the College of Commerce, Junior Normal College, and Liberal Arts as the nucleus.

Twelve years later, in 1960, acceding to persistent public request, the elementary department was opened. In 1961, the one- and two-year Secretarial Courses were offered. To pave the way for further educational expansion, the two-year pre-engineering course was opened in 1962. In the ensuing years, this department was expanded to offer complete courses in Civil, Electrical, Mechanical, and Industrial Management Engineering.

### *From Academy to College*

Considering what had already been attained, in 1962 the school was permitted to become the Holy Angel College with Don Juan D. Nepomuceno as the first President. Under his leadership and the able assistance of his son **Mr. Geromin G. Nepomuceno**, the school experienced a revitalized management that led to the adoption of a fiscal policy which opened new possibilities for further growth and expansion. The dream of making the school more responsive to the needs of the community in particular and the nation



in general began to assume reality. In 1965, the Graduate School of Education was opened primarily to foster professional growth among teachers in the community. This was followed with the opening of the Vocational/Technical Department that offered courses in Industrial Electricity, Refrigeration and Air-Conditioning, Radio Electronics, Automotive Mechanics, and Machine Shop Practice. This department was established in response to the nation's Manpower Development Program.

### ***From College to University***

Realizing the significance of the unprecedented growth of the College, the administration decided to aim for a new dimension, that is, converting the status of the Holy Angel College into a University. This was achieved on December 4, 1981. **Engr. Mamerto G. Nepomuceno** was installed as the first University President on March 8, 1982. On the same occasion, Archbishop Oscar V. Cruz of the Archdiocese of San Fernando proclaimed the Holy Angel University a Catholic University.

On August 12, 1985, **Sister Josefina G. Nepomuceno, OSB** of the Congregation of the Missionary Benedictine Sisters of Tutzing was installed as second President of the University. Under this new leadership the professional dimension of the University was pursued with greater vigor and its Catholic character given greater and renewed emphasis. From 1985 to 1994, curricular offerings added were AB majors in Sociology and Religious Studies, and two-year programs in Computer Science and Theater Arts, BSBA major in Small Business-Management/Entrepreneurship; BSED majors in Values Education, PE, Health and Music and Library Science; BS in Electronics and Communications Engineering, and Associate courses in Computer Secretarial and Medical Secretarial. The Graduate School offerings were MA in Education major in College Teaching, English Teaching, Mathematics and Library Science. The Center for Research, Measurement and Evaluation, the Institute for Small-Scale Industries and the Enterprise Resource Center reflected the University's thrust towards research and community service.

In April, 1995, the programs in the Colleges of Arts and Sciences, Business and Accountancy, Education, and Engineering attained FAAP second-level (full) accreditation status through PAASCU. In the same year, S. Josefina G. Nepomuceno, OSB ended her 10 year term as president. She was succeeded by **Mrs. Bernadette M. Nepomuceno**, whose first year of administration saw reforms in administrative structures as well as operations and new courses: BSBA major in Hotel and Restaurant Management, BSSA in Computer Secretarial and Travel Management, BS in Computer Science and Ph. D. in Educational Management.

On August 6, 1999, the programs in the four Colleges were reaccredited by PAASCU. Shortly thereafter, Doctor in Business Management, BSEd in Home Economics and BSEd in Computer Education were added in the curricular offerings. The Electrical and Industrial Engineering programs were conferred Center of Development—Level II status.

In August 2001, CHED listed the University as one of the top 52 tertiary educational institutions in the country effectively conferring on it a deregulated status.

In 2001 the University hosted the First International Conference on Kapampangan Studies and in 2002, established the Juan D. Nepomuceno Center for Kapampangan Studies to preserve, study, and promote the Kapampangan cultural and historical heritage.

In 2003, CHED further elevated the University to Autonomous status, thus, acknowledging its academic leadership in Region III.

Mrs. Nepomuceno's administration has also initiated sweeping improvements in physical plant construction of numerous new buildings, including the Mamerto G. Nepomuceno Hall, the St. Therese of Lisieux Hall, the Juan D. Nepomuceno Building Annex, and the Sts. Raphael and Gabriel Halls.

In December 2005, the programs, Accountancy, Arts and Sciences, Business Administration, Education and Engineering attained Level III accreditation, making Holy Angel University one of the few schools that has attained this status.

On February 1, 2007, **Dr. Arlyn Sicangco-Villanueva** was sworn into office as the University's 8th

President, by Her Excellency, Gloria Macapagal Arroyo, President of the Philippines.

Dr. Villanueva set as her administration's top priorities the pursuit of both institutional accreditation and international accreditation as well as good governance through transparency and efficiency in operations and services.

In April 2008, the prestigious US-based accrediting body, the International Assembly for Collegiate Business Education (IACBE) awarded a certificate of accreditation to all business and business-related programs of the University, making Holy Angel University the first school in the Philippines and Southeast Asia to receive the distinction.

In 2008, the new San Francisco de Javier Building was inaugurated. It houses the two-storey University Library and the University Theatre, hailed as one of the country's best acoustically engineered theatre. The High School Department achieved Level I PAASCU accreditation in October, 2008. CHED also named the Colleges of Education, Information and Communications Technology, Graduate School of Business and Business Administration as Center of Development (COD). In April 2009, CHED again conferred Autonomous Status on the University.

## **I. RULES AND REGULATION**

### **Academics**

Classroom instruction, in general, should be interactive to maximize student participation. Students are held responsible for all course requirements and for course related topics that may not be discussed in the classroom due to time constraints.

Each College may have specific requirements in addition to the general policies stated herein. These additional requirements and policies are contained in the students' respective College Catalogues. Independent learning is supported and encouraged. Students are held responsible for meeting the standards of performance established for each course. Their performance and compliance with other course requirements are the bases for passing or failing in each course, subject to the rules governing the following:

#### **A. Class Attendance and Absences**

1. Students should not incur absences of more than twenty percent (20%) of the required total number of class and laboratory periods in a given semester.
  - 1.1 The maximum absences allowed per semester are:
    - 1.1.1. For subjects held once a week, a maximum of 3 absences
    - 1.1.2. For subjects held 2X a week, a maximum of 7 absences
    - 1.1.3. For subjects held 3X a week, a maximum of 10 absences
    - 1.1.4. For subjects held 4X a week, a maximum of 14 absences
    - 1.1.5. For subjects held 5X a week, a maximum of 18 absences
  - 1.2. The maximum absences allowed during summer are three absences for three to five-unit subjects and two absences for two-unit subjects.
2. A student who incurs more than the allowed number of absences in any subject shall be given a mark of "FA" as his final rating for the semester, regardless of his performance in the class.
3. Attendance is counted from the first official day of regular classes regardless of the date of enrolment. Students should be punctual for their classes.

### **Examinations**

In any given semester, students are required to take three (3) scheduled examinations, namely: Preliminary, Mid-term, and Final Examinations. During the summer term, only two (2) scheduled examinations are required, namely: Mid-term and Final Examinations.

For regular examinations, an official permit issued by the Finance Office must be first secured and presented to the instructor before taking such examinations.

### **Grading System**

1. A student's academic performance is evaluated based on the standardized grading system of the Department where the subject belongs.
2. The following is a table of equivalents of the grades issued at HAU in comparison with other schools:

<b>Table Grade of Equivalents</b>			
<b>Grade</b>	<b>Percentage Grade</b>	<b>Letter Grade</b>	<b>General Classification</b>
1.0	97 or over	A	Excellent
1.25	94-96	A-	Outstanding
1.5	91-93	B+	Superior
1.75	88-90	B	Very Good
2.0	85-87	B-	Good
2.25	82-84	C+	Satisfactory
2.5	79-81	C	Fairly
2.75	76-78	C-	Fair
3.0	75	75	Passed
5.0	Below 75	Below 75	Failed
6.0	F.A.	F.A.	Failure due to
8.0	U.W.	U.W.	absences
			Unauthorized or
			Unreported
			Withdrawal
9.0			Dropped (With Permission)

3. If a student is allowed to enroll in two (2) subjects one of which is a pre-requisite of the other, no credit will be given to the advance subject if the student fails in the pre-requisite subject.
4. The grade of "5.0" is given to:
  - 4.1. a student whose performance is definitely poor;
  - 4.2 a student whose preliminary and mid-term grades are failing and who stops attending his classes after the mid-term examinations.
5. The grade of "**UW**" is given to a student who enrolled the subject but did not attend classes and did not officially drop the same.

### ***Change of Grade***

When there is an error in the computation, inputting, or entry of the student's final grade, a request for a change of grade and all pertinent documents are submitted by the faculty to the Dean for evaluation. The Dean then recommends it to the VPAA for appropriate action.

### ***Dropping of Subjects***

1. If a student officially drops a subject before the mid-term examination he gets a mark of "DRP" (dropped) in his transcript of records. No dropping shall be allowed after the mid-term exam except for "drop all".
2. In the absence of an official dropping form, the student gets a final mark of UW.
3. Parent or guardian must accompany student who is dropping all subjects for the interview with the Dean

### ***Period for Adjustment of Schedules***

1. Adjustment of enrolled subject (s) is allowed within the first week of classes following the procedures:
  - a. Secure **yellow** form from the Finance Office.
  - b. Accomplish **yellow** form in full and submit to the Dean concerned for approval.

## **HONORS AND SCHOLARSHIPS**

### **1. Academic Honors**

Outstanding academic achievement among college students is recognized every semester with the publication of the honor roll and through awarding of Certificates of Academic Excellence. To qualify for honors, a student must meet the following requirements:

- 1.1. A semestral weighted grade point average of
  - 1.0 - 1.25 President's List
  - 1.26 - 1.75 Dean's List
- 1.2. All academic units registered in the preceding semester are included in the computation of the weighted average.
- 1.3. The minimum grade requirement in all subjects is 2.0 except for P.E. and NSTP.
- 1.4. The semestral weighted average is not lower than 1.75.

1.5. The student must carry the number of units prescribed by the curriculum.

1.6. P.E. should be passed in the first two years and NSTP in the first year in college.

## **Scholarships**

### **General guidelines:**

- a. A student may avail himself of only one (1) scholarship grant regardless of its source: university, non-university or government.
- b. A student with an academic grant should carry the number of units prescribed in the curriculum. For all other grants, a student must at least carry a minimum load of 18 units with permission from the Head of Scholarships & Grants.
- c. No scholarship grantee may drop any subject without prior permission from the University Scholarships & Grants Office.
- c. Transferees may avail themselves of scholarship grants after one (1) semester residency in the University.
- e. A scholarship waiver is required to be duly accomplished by the grantee and his/her parent/guardian.
- f. Any disciplinary action disqualifies the grantee from his/her scholarship.
- g. Talent scholarships are not available for **CNAMS** students.
- h. CED students are disqualified to join any talent group during their last two semesters in College.
- i. Only the Varsity Sports Scholars are exempted from taking Physical Education subjects.
- J. Talent Scholars and Under Trainees are exempted from taking Physical Subjects.

### **Types of Scholarships**

**Entrance Scholarships** - Given at first semester in college to high school graduates who belong to the Upper 10% of the graduating batch.

- A. JUAN D. NEPOMUCENO SCHOLARSHIP** - The University grants one hundred percent (100%) tuition fee discount for one semester to all High School Valedictorians.
- B. ARCHBISHOP PEDRO P. SANTOS SCHOLARSHIP** - The University grants seventy-five percent (75%) tuition fee discount to all High School Salutatorians.
- C. RICARDO V. FLORES SCHOLARSHIP** - The University grants fifty percent (50%) tuition fee discount for one semester to those in the Upper 10% of the graduating batch.

#### **Requirements:**

- they come from a high school duly recognized by the Department of Education
- they present a Certificate of Rank, with the school dry seal, signed by the Principal
- Graduation Program

## 2. Academic Scholarships

- A. MAMERTO G. NEPOMUCENO (MGN) SCHOLARSHIP.** The University grants 100% tuition and laboratory discounts to the top 1% of the HAU High School graduating batch and with a CET of at least 20.00. Grant continuance is for those scholars who will maintain a QPA of at least 1.50.
- B. SEMESTRAL ACADEMIC SCHOLARSHIPS.** Students with excellent performance in their academic work may qualify for semestral academic scholarships. This is a tuition grant provided the student who continues to meet the following University scholarship guidelines and conditions.
1. The student belongs to the Honor Roll in the past semester with an academic rank equivalent to upper 1% of the year level based on current College population. In case the year level population is less than one hundred, the first-ranked student in the Honor Roll is given one (1) scholarship slot.
  2. The student is enrolled in the current semester.
  3. In case the scholarship slots are fewer than the number of qualified students, the slots are divided proportionately among the candidates.

**3. Talent Scholarships**—The University grants 50% to 100% tuition fee discount and free costume to the members of the following groups: Chorale, Rondalla, Dance Theater, Band, and Varsity Sports.

<b>TALENT</b>	<b>APPROVED % OF GRANT</b>
SPORTS	FREE 100% Tuition Plus allowances and uniform
BAND	FREE 100% Tuition Plus allowances and uniform
HAU CHORALE	FREE 100% Tuition & Free costume
DANCE THEATER	FREE 100% Tuition & Free costume
RONDALLA	FREE 100% Tuition & Free costume

- 3.1. Term and Coverage—renewable every semester.
- 3.2. Qualifications/Entry Requirements:

### For Freshmen

- a. High School experience in area of specialization with certification from HS trainer (belonged to a reputable group accepted by trainer). In case this is not met, applicants undergo a residency/under trainee status for a semester.
- b. Should have passed the try-outs/training/auditions.
- c. Passed HAU-CET rating in chosen course.
- d. Good moral character certification.
- e. Of good physical health as certified by the HAU Medical Health Officer.
- f. Letter of recommendation from previous trainer noted by the HS Principal which includes certification on previous record of accomplishments.

- g. Completion of record of Training during summer or the previous semester.

For Upperclassmen

- a. Passed and completed summer try-outs/training/auditions
- b. Good Moral Character certification.
- c. Of good physical health as certified by the HAU Medical Health Officer.
- d. Completion of record of training during summer or the previous semester.

3.3. Maintenance Requirements

- a. Good attendance in training and performances.
- b. Character and team spirit.
- c. Physical health certified by HAU Medical Health Officer.
- d. Enrolled in at least 18 units unless prescribed by the curriculum.
- e. No dropping of subjects unless approved by the College Guidance Office and the USGO.
- f. Must have passed 70% of the enrolled units in the preceding semester.
- g. No record of disciplinary action.
- h. Recommendation from the Trainer.

3.4. Procedure

Team Application

- a. Application Period is during the preceding semester.
- b. Try-out / completion of training period is during summer or the preceding semester.
- c. Submit pertinent documents during summer or the preceding semester.

Scholarship Application

- a. Submission of List of Recommended Students for Scholarship with under trainee by the Trainer endorsed by Sports Coordinator.
- b. Students submit pertinent documents and accomplished Scholarship Application Form and Scholarship Waiver

C. Screening to be done by:

C.1 Sports: > A PE Faculty

- > Coach of a parallel team in HS/guest coach
- > Sports coordinator
- > Dean of Student Affairs
- > Head, USGO

C.2: Talent > Guest Talent trainer from outside

- > P.E. Faculty
- > Performing Arts Coordinator
- > Head, USGO

### 3.5. Scholarship Processing

- a. Trainers submit line-up to the Dean of Student Affairs for evaluation.
- b. Office of Student Affairs evaluate students based on existing guidelines.
- c. Office of Student Affairs submits list/line up to USGO.
- d.. SGO issues a List of Qualified Scholars duly signed by Scholarship Committee (done prior to enrolment period and submits to the following offices for processing:
  1. Finance Office for tuition discount
  2. CASEd for PE exemption for Varsity Sports Scholars.
  3. Purchasing Officer for equipment and uniform
  4. Sports Office for Varsity Scholars
- e. Students sign waiver agreeing to the scholarship terms good for one semester.

### 3.6. Suspension and/or Termination of Grants

- a. Breach of contract in terms of absences, tardiness, etc., a certified by the trainer.
- b. Unsatisfactory performance with certification from trainer.
- c. Unavailability of Scholarship funds.
- d. Administrative prerogative to dissolve/suspend team.

**Student Assistants**—The University grants 100% tuition fee discount and transportation allowance to financially strapped but deserving students who render twenty-four (24) hours a week duty in any of the units of the University. The program is supervised by a committee directly under the University President.

## ACADEMIC INFORMATION

### A. Admissions

Admission to the University is based on a selection process that is applied to all prospective students regardless of age, race, sex, religion, national origin and economic status. Every applicant is assessed in terms of his qualifications to profit from the educational programs of the different colleges. The following factors are considered such assessment: past scholastic records; scholastic aptitude, character, recommendations and applicant's acceptance of the policies, rules and regulation of the Colleges and of the University.

Prospective students are assisted by the Office of Admissions in processing their application based on the following admission requirement for:

#### ***Entering College Freshmen***

- 1.1. CET (College Entrance Test) Results
- 1.2. Report Card (Form 138)
- 1.3. 3 Copies of 1 1/2 x 1 1/2 color, full-face ID photo
- 1.4. Birth/Baptismal certificate and marriage certificate, if married
- 1.5. Recommendation from HS Adviser/Principal (use HAU Form 3) or Certificate of Good Moral Character



- 1.6 Medical Examination Result for CHM Students
- 1.7. Interviews with Guidance and Admissions officer  
(with parent)
- 1.8. Consultation with parents/guardian

***Transferees***

- 2.1. Copy of grades
- 2.2. Official transfer credentials (Honorable Dismissal)
- 2.3. For Nursing, Accountancy, CICT, CASEd applicants: Interview with the Dean /Chairperson
- 2.4. Four (4) copies of 1.5 x 1.5 Full face ID photo
- 2.5. Certificate of good moral character/barangay clearance
- 2.6 Medical Examination Result for CHM Students.
- 2.7. College Entrance Test Results
- 2.8. Interviews with Guidance Counselor and Student Conduct Officer
- 2.9. Consultation with parents/guardian

***Foreign Students***

- 3.1. Proof of adequate financial support to cover expenses for the student's accommodation and subsistence, as well as school dues and other accidental expenses;
- 3.2. Scholastic records duly authenticated by the Philippine Foreign Service Post located in the student's country of origin or legal residence;
- 3.3. Police clearance issued by the National Police Authorities in the student's country of origin and duly authenticated by the Philippine Foreign Service Post having consular jurisdiction over the place;
- 3.4. Quarantine Medical Clearance Certificate b the National Quarantine Office;
- 3.5. NBI Clearance;
- 3.6. Copy of student's Personal History Statement signed by the student with a recent 2 x 2 photograph;
- 3.7. Photocopy of the picture, data, and stamp of the latest pages of the student's passport (The passport itself shall be presented for verification); and
- 3.8. Four (4) copies of the 1.5 x 1.5 most recent photograph.

Republic of the Philippines  
Department of Justice  
BUREAU OF IMMIGRATION  
Manila

REDJR-11

**NOTICE TO ALL APPLICANTS/PETITIONERS**

To avoid the summary / delay of your applications / petition, please be advised of the following:

1. All sworn statements and affidavits must be duly notarized.
2. Documents executed outside the Philippines must be authenticated by the Philippine embassy / consulate official of the Philippine foreign service at the place of issuance or nearest to it, with English Translation , if written in other foreign language. Any document executed within the Philippines must be duly certified by the offices having official custody of the originals.
3. All documents required for submission must be arranged in the order as listed hereunder, otherwise your application of petition cannot be processed immediately.

**CHECKLIST OF DOCUMENTARY REQUIREMENTS  
FOR APPLICATIONS FOR CONVERSION TO STUDENT VISA**

Section 9, par. F)

1. ( ) Duly notarized letter request from the applicant, with a statement that all documents submitted were legally obtained from the corresponding government agencies;
2. ( ) General Application Form duly accomplished and notarized (BI Form No. MCL-07-01)
3. ( ) Original copy of the notice of acceptance (NOA) containing a clear impression of the school's official dry seal or duly notarized written endorsement from the school for the conversion of the applicant's status signed by school's Registrar;
4. ( ) Original copy of the Medical Certificate issued by the Bureau of Quarantine and International Health Surveillance or a government medical institution with competence to certify that the applicant is not afflicted with any dangerous, contagious or loathsome disease and is mentally fit;
5. ( ) Photocopy of applicant's passport showing its bio-page, admission and authorized stay of at least 20 days from date of filing;
6. ( ) National Intelligence Coordinating Agency Clearance; and
7. ( ) Bureau of Immigration (BI) Clearance Certificate.

**CERTIFICATION**

This is to certify that the documents submitted in support of the application/petition for \_\_\_\_\_ are complete and in order.

\_\_\_\_\_  
**BI Accredited Agent and Accreditation number**  
 (if applicable)

Name of the Officer of the Day:

\_\_\_\_\_  
 (Signature over printed name)

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

**4. Returning/Shifting Students**

Procedures for re-admission/shifting:

1. Bring One (1) copy of 1.5 x 1.5 latest ID photo;
2. Bring Barangay Clearance if the student was not enrolled for more than two (2) semesters;
3. Get application Form from Registrar's Office;
4. Get Clearance from Office of Student Affairs;
5. Get Clearance from Finance Office and pay Processing Fee for re-admission/shifting;
6. Get Test Schedule, take the rest and get test results & recommendation from the Testing Center;
7. Go for an interview/recommendation from Career & Placement Office and/or College Guidance Center; and

8. Go for an interview/approval from College Dean
9. Get Permit to Enroll & Advisement paper from Registrar's Office
10. For Nursing applicants only: Submit results of physical check-up
11. Medical Examination Result for CHM Students.

## **5. For Leave of Absence**

Students who will not enroll the following semester must apply for a leave of absence at the Registrar's Office. The application must be filed before the enrolment period of the following semester. This procedure took effect with the incoming freshmen of school year 1994-1995:

5.1. Get application for Leave of Absence at the Registrar's Office

5.2. Secure Clearance from the following:

- 5.2.1. College Dean
- 5.2.2. College Library
- 5.2.3. Finance Office

5.3. Submit application form at the Registrar's Office

## **B. School Calendar**

The academic or school year at HAU consist of two (2) semesters and one summer term. A semester is at least one hundred (100) days or eighteen (18) weeks. The first semester normally begins in June and ends in October while the second semester starts in November and ends in March. Summer classes are held for six (6) weeks, which generally begin in April and end in May.

## **C. Enrolment**

Registration or student enrolment is conducted on specific dates assigned to each curriculum year by an enrolment committee.

The College is in charge of the enrolment of their respective students in close coordination with the Registrar's Office; Finance Office; and the Office of Information Technology Systems and Services (ITSS) guided by the following:

1. Every entering college freshmen or transferee shall be enrolled only after the submission of complete admission credentials and the permit to enroll.
2. No foreign student shall be enrolled without a student and other pertinent documents. The Foreign Student Unit in the Registrar's Office is tasked to assist and monitor the status of foreign students enrolled at HAU.
3. Every student is required to enroll all his subjects at HAU following the prescribed pre-requisites and academic loading in his respective curriculum. Likewise, no student may carry a load exceeding what is prescribed in the curriculum as well as to take any advance subject until he has satisfactorily passed pre-requisite courses. Exceptions to these conditions may be allowed in cases of graduating students as follows:
  - 3.1. Graduating students may be allowed to have a maximum overload of six (6) units. A Permit to Overload Form is issued and approved to facilitate the student overload.
  - 3.2. For Cross-Enrollees to another School. In general, a graduating student may be allowed to cross-enroll in one or more subjects in any College or University with at least Level II FAAP accreditation in the program concerned and upon the recommendation of the Dean and the

approval of the University Registrar. The student is advised to follow the procedures below:

- 3.2.1. Make a formal request to the Dean, indicating subject(s) to be taken, subject description, number of units and school where subject (s) will be taken;
  - 3.2.2. If the Dean finds merit in the request, he/she shall endorse request to the University Registrar.
  - 3.2.3. If the University Registrar approves the request, a Permit to cross-enroll shall be issued by the Registrar's Office.
- 3.3. Simultaneous Enrolment. Only graduating students at the end of the school year may be allowed to simultaneously enroll in pre-requisites and advanced courses under the following conditions:
- 3.3.1. If the pre-requisite is a repeated subject;
  - 3.3.2. If the student has a superior scholastic standing (a copy of scholastic record must be attached to enrolment papers); and
  - 3.3.3. If the student is graduating at the end of the school term.
4. The Finance Office will not allow the enrolment of any student who has not cleared all of his outstanding accounts with the University.
  5. A student is not considered officially enrolled unless he has paid the first installment and has surrendered to the Registrar's Office his registration form. Failure on the part of the student to surrender his registration form will mean that he has waived his right for a refund for payment made even if he drops out of the University right after the registration period.
  6. Any student found tampering with or mutilating enrolment or registration papers or attempting to use such forms for illegal purposes shall not be admitted /readmitted into the University.

## **D. Academic Status**

### *Student Classification*

Based on academic loads and entry credentials, students are classified as follows:

- 1.1. Regular Student—one who carries the load prescribed in the program curriculum for his particular year level.
- 1.2. Irregular Student—one who does not carry the regular load in the program curriculum for his particular year level or one with at least two (2) subjects that differ from the prescribed curriculum. The following students acquire the irregular status:
  - 1.2.1. Transferees
  - 1.2.2. Students who enrolled in HAU for the first time in the Second semester
  - 1.2.3. Students on probation/with back subject; and
  - 1.2.4. Returning students or those readmitted after taking a Leave.
  - 1.2.5. Shifters
- 1.3. Second Degree Student—one who earned a bachelor's degree from HAU or other school and is enrolled in the University for a second degree.
- 1.4. Shifter—one who is given the permission to shift to another course/major field.
- 1.5. Returnee—one who has voluntarily withdrawn from the University but did not file for an honorable dismissal and would like to resume his/her studies in the University.
- 1.6. Student on Leave—one who is not enrolled but has filed a leave of absence at the Registrar's Office. The application for leave of absence is good for only one semester. It

must be filed before enrolment of the intended leave period. The student is advised to under take the following procedures:

1.6.1. Get application for Leave of Absence at the Registrar's Office

1.6.2. Secure Clearance from the following:

1.6.2.1. College Dean

1.6.2.2. College Library

1.6.2.3. Finance Office

1.6.3. Submit application form at the Registrar's Office

1.7. Foreign Student—one who belongs or owes allegiance to a country other than the Philippines and studying in any educational institution recognized or owned by the government of the Philippines. A bonafide foreign student is at least eighteen (18) years of age at the time of enrolment, has sufficient means and support for his education and who seeks to enter the Philippines for temporary stay with the purpose of taking up a course of study higher than secondary education at a University, College or school authorized to accept foreign students.

## E. Fees, Refunds, Adding and/or Dropping of Subjects

1. Tuition fees are payable in cash. Fees are on a semestral basis. Payment by installment may be allowed for the convenience of the students. Non-graduating student who have enrolled in a semester with subject loads of less than twelve (12) units shall be charged tuition fees equivalent to twelve (12) units.
2. Where tuition fees are **paid in full** for a semester, such fees may be refunded to a student who withdraws from school under the following conditions:
  - 2.1. **100%** of the tuition fees paid (excluding the miscellaneous fees) when he withdraws before or within fourteen (14) days from the first day of classes.
  - 2.2. **80%** of the tuition fees paid (excluding the miscellaneous fee) when he withdraws **not later than one day before the prelims**.
  - 2.3. A student who withdraws **after the prelims** shall **not** be entitled to any refund.
3. Where tuition fee and other fees are paid on installment basis, the following shall be the basis for refund or additional payment:
  - 3.1. **100%** of the tuition fees paid excluding miscellaneous fees when he withdraws **before or within fourteen (14) days from the first day of classes**.
  - 3.2. For a student who withdraws **after** fourteen (14) days from first day of classes and **not later than one (1) day before prelims**, the amount corresponding to the assessment made shall be subtracted from the tuition fees paid, excluding the miscellaneous fees. The **difference** shall represent the additional amount payable or the refund due, as the case may be.
  - 3.3. A student who withdraws **after the prelims** shall be assessed the **full amount** of tuition fee for the entire semester. He shall be required to settle the total amount due as a precondition for the issuance of any transfer credential. Any unpaid amount shall be posted and made to reflect as an outstanding account in the record of payment of the student concerned.
4. A student who drops any subject from the first day of classes not later than (1) day before the Prelims must observe the following procedure.
  - 4.1. Secure **yellow** form from the Finance Office before or within fourteen (14) days from the start of classes.

- 4.2. Secure **blue** form from the Finance Office not later than one day before the Prelims.
- 4.3. Accomplish said form in full and submit it to the Dean concerned.
5. A student who withdraws or drops all his subjects before or within fourteen (14) days from the first day of classes must observe the following procedures:
  - 5.1. Secure **yellow** form from the Finance Office.
  - 5.2. Accomplish **yellow** form in full and submit it to the Dean concerned for approval.
  - 5.3. Submit the approved **yellow** form to the Finance Office for refund and/or adjustment of fees. Failure to submit the approved yellow form will invalidate the request for withdrawal.
6. A student who withdraws after fourteen (14) days from the first day of classes and not later than one day before Prelims must observe the following procedures:
  - 6.1. Secure **blue** form from the Finance Office;
  - 6.2. Accomplish **blue** form in full and submit it to the Dean concerned for approval; and
  - 6.3. Submit the approved **blue** form to the Finance Office for refund and/or adjustment of fees. Failure to submit the approved will invalidate the request of withdrawal.
7. A student withdraws after Prelims and not later than one (1) day before Finals must observe the following procedures:
  - 7.1. Secure **pink** form from the Finance Office;
  - 7.2. Accomplish **pink** form in full and submit it to the Dean concerned for approval;
  - 7.3. Finally, submit the approved **pink** form to the Finance Office. Failure to submit the approved pink form will invalidate the request or withdrawal. Full amount of tuition fee will be assessed.

## GRADUATION

A student will be recommended for graduation after he has satisfactorily complied with all academic and other requirements prescribed by the Commission on Higher Education (CHED) and the University. Graduating students are advised to check their names from the list of candidates issued by the Registrar's Office.

### 1. Requirements

- 1.1. He should have met the residence-period requirement of the University, that is, he must have registered for at least four full semesters or two years.
- 1.2. He should be cleared of all financial and property obligations with the University, and other requirements of his College.

### Requirements for Graduation with Honors

#### 2.1. Academic Requirements

- 2.1.1. A candidate for **Summa Cum Laude** must have taken all the academic units prescribed for graduation in this University. He must carry the number of units prescribed by the curriculum per semester. In addition, he must have obtained a weighted average of 1.0 - 1.25 with no grade lower than 2.0 in all academic subjects, taken either here or on other schools regardless of the program/curriculum.

- 2.1.2. A candidate for **Magna Cum Laude** must have taken all academic units prescribed for graduation in this University. He must carry the number of units prescribed by the curriculum per semester. In addition, he must have obtained a weighted average of 1.26 to 1.50 with no grade lower than 2.0 in all academic subjects taken either here or on other schools regardless of the program/curriculum.
- 2.1.3. A candidate for **Cum Laude** must have taken at least seventy five percent (75%) of the total number of academic units prescribed for graduation in this University. He must carry the number of units prescribed by the curriculum per semester. In addition, he must have obtained a weighted average of 1.51 to 1.75 with no grade lower than 2.0 in all academic subjects regardless of the program/curriculum and the school.

## 2.2. Character Requirements

Candidates for honors must not have been found guilty of major offence by the Board of Discipline throughout their stay in the University.

## 2.3. Residence Requirements

Students who are candidates for graduation with honors must have completed their courses within the required number of years as prescribed in the curriculum. Exception may be granted on a case-by-case basis to students who completed their course beyond the required number of curriculum years as prescribed but, in no case, beyond one year extension.

2.4. The above requirements shall apply only to those students who are already bonafide students of HAU beginning school year 1989-1990.

2.5. Loyalty Award is given to a candidate for graduation who meets the following requirements:

2.5.1. He should have completed his studies at HAU from Grade 1 up to College.

2.5.2. He should meet the character requirements as prescribed in item 2.2.

2.5.3. He should apply at the Registrar's Office on or before the prescribed deadline which shall be posted for the information of all concerned.

## **RETENTION**

In order to monitor periodically the academic performance of students in the programs they are pursuing as well as streamline enrollment in programs with licensure examination, the University retention policy is implemented among freshmen:

### **Mechanics:**

1. The failing grades are 5.0, 6.0 (FA) and 8.0 (UW) in all subjects.
2. If the student is advised to shift, the Dean's Office will issue his application form.
3. The shiftee will have to present his grades in the previous semester before being admitted in the program.

## ***I. RETENTION POLICIES***

### **COLLEGE OF ARTS SCIENCES AND EDUCATION**

#### **AB Communication and AB English**

In the department's effort to assist in the academic undertaking of the students, the following measures are taken to provide them with alternatives in coping with the demands of college life and to make them pursue the course they intend to finish, thus preventing cases of shifting, drop-outs and transfers.

##### **1. Qualification for the Program**

- 1.1. The freshman shall pass the Entrance Test given by the Admissions Office.
- 1.2. If the student fails the Entrance Test, he/she should not fail any subject for the semester. Hence, he/she will undergo academic counseling.

##### **2. Academic Probation-** A student shall be placed on academic probation on the following grounds:

- 2.1 If a student fails in two (2) of his/her minor/major subjects enrolled in a semester he/she will be required to undergo academic counseling.
- 2.2 If a student fails the same subjects the second time he/she will be then put on probation and be advised to deload two (2) subjects equivalent to 6 units the next semester.

##### **3. Deloading-** A deloading of minimum of six (6) units is given to a student who:

3. 1. fails the same subjects for the second time. Unless he/she passed all his/her enrolled units, he/she will not be allowed to take full load.

##### **4. Non-Admission to the Program-** A student shall no longer be admitted to the Program on the following grounds:

- 4.1. If a student who is placed under academic probation incurs a grade of 5.0 (failed), or 6.0 (failure due to absences), or 8.0 (unauthorized withdrawal), in any of his/her subjects.

### **BS PSYCHOLOGY PROGRAM**

#### **Retention Policies**

##### **1. Qualification for promotion in the BS Psychology Program.**

- 1.1. If he/she incurs a grade not lower than 2.50 in his/her **General Psychology** subject.
- 1.2. If he/she incurs a satisfactorily scores from his/her battery of psychological tests which will constitute a **Critical Thinking Ability Test and a Personality Test** to be administered during his/her General Psychology subject period.
- 1.3. If he/she is **psychologically fit** based from the results of his/her battery of psychological test and evaluated by a committee composed of the Unit/Department Head of the Psychology Program, the Director of the HAU Testing Center, Head of the University Guidance Center, and the General Psychology professor. A **psychologically fit** person is defined as a person without any manifestations of psychological symptoms to include but not limited to emotional disturbance. This means that an individual is free from internal sensory stimuli such as Audio, Visual, Kinesthetic, or Olfactory hallucinations, free from judgment altering mood swings, free from false thoughts and ideas such as delusions of a paranoid or grandiose nature (Lewis, 2009).
- 1.4. If he/she is not psychologically fit based on the test results, he or she will be on a probationary status and will undergo mandatory psychological intervention at the University Guidance Center for a semester. If the student resists undergoing such intervention, he or she will be recommended to shift to another program. A progress report



should be presented to the Psychology Program Coordinator after a semester. If there is no evident progress, he/she would be recommended to shift to a different program.

2. **Transferees and Shifters.** A transferee or a shifter student shall be allowed to enroll in the program on the following grounds:
  - 2.1 If he/she was not previously disqualified from Psychology program in his former University.
  - 2.2 If he/she is psychologically fit based on his/her battery of psychological test results.
  - 2.3 If he/she incurs a passing grade in the subjects Theories of Personality, Abnormal Psychology, Psychological Assessment (Lecture and Lab) and Industrial/Organizational Psychology.
3. **Academic Advisement.** A student with a grade of 3.0, 5.0 (Failed), 6.0 (Failure due to Absences), 8.0 (Unauthorized Withdrawal) or 9.0 (Dropped) in any subject shall be required to report to the Program Head for consultation and counseling before being allowed to enroll the following semester.
4. **Dropping of Subjects** - A student shall be allowed to drop all subjects only once after which the Department shall refuse his enrollment.
5. **Taking Practicum Subjects.** A student shall be allowed to take Practicum on the following grounds:
  - 9.1 If he/she incurs a grade not lower than 2.75 in 4GUICO, 4INDPSY and 4CLINIC. In case he/she incurs a grade lower than 2.75, he/she shall take a passed satisfactorily the comprehensive exams given by the Unit/Department before enrolling his Practicum. Failure to pass satisfactorily will hinder his/her enrollment for Practicum.
6. **De-loading.** A student shall be de-loaded a minimum of (6) six units in a given semester on the following grounds:
  - 6.1. Incurs four (4) grades of 3.0 or a combination of 3.0, 5.0, 6.0, 8.0, 9.0 in given semester. He can only revert to a maximum number of units load if an improvement in an academic performance is evidenced by incurring grades not lower than 2.75 in all subjects enrolled.
7. **Academic Probation.** A student shall be placed on academic probation on the following grounds:
  - 7.1. If he/she fails his/her batteries of exams during his first year stay at the program. He/she needs to attend the review sessions for improving critical thinking ability skills administered by the Unit/Department and/or the intervention program designed and supervised by the University Guidance Program.
  - 7.2. If he/she is a shifter or transferee to the program.
  - 7.3. If he/she incurs a grade not lower than 2.75 in the subjects Theories of Personality, Abnormal Psychology, Psychological Assessment (Lecture and Lab) and Industrial/Organizational Psychology.
  - 7.4. If he/she fails in 50% of all his/her enrolled units in a semester
  - 7.5. If he/she fails in any major subjects offered in the board exams
  - 7.6. If he/she incurs a de-loading status in two (2) consecutive semesters.
8. **Disqualification from the Program.** A student shall no longer be admitted to the Program on the following grounds:
  - 8.1. If he/she fails to present a progress report of his/her critical thinking ability tutorial program and/or psychological intervention program from the University Guidance Office.
  - 8.2. If he/she is placed under academic probation and incurs a grade of 5.0 (failed), or 6.0 (failure due to absences), or 8.0 (unauthorized withdrawal), in any of his/her subjects.
  - 8.3. If he/she fails twice any of his/her minor or major subjects.
  - 8.4. If he/she fails in 75% of all his/her subjects at a given semester.
  - 8.5. If he/she incurs a grade of 6.0 (failure due to absences) and/or 8.0 (unauthorized withdrawal) in all his/her subjects within a semester.

## **TEACHER EDUCATION**

1. A student who decides to take the BSED course should have an average of 2.25 in all subjects related to the area of specialization he wishes to pursue.
2. A student who decides to take BEED course should have an average of 2.50 in all the general education subjects.
3. A student with a grade of 3.0, 5.0 (Failed), 6.0 (Failure due to absences), 8.0 (Unofficial withdrawal), or 9.0 (Dropped) shall be required to report to the Dean/Department Chairperson for consultation/counseling before being allowed to enroll the following semester.
4. A student with a failing mark is allowed to repeat the subject only once.
5. A deloading of six (6) units is given to an upperclassman who incurs three (3) grades of 3.0 or a combination of 3.0, 5.0, 6.0, 8.0, 9.0. He can only revert to a maximum of units load if an improvement in an academic performance is evidenced by a passing mark of 2.75 and above in all subjects enrolled. The deloading shall still be in effect should he incur grades of 3.0.
6. A student shall be allowed to drop all subjects only twice after which the college shall refuse this enrolment
7. A student should complete his course within five (5) years or ten (10) semesters. If after the prescribed period, the only required subject for graduation is EBRACTNG, he will be given one semester to complete the degree.
8. A student who has incurred 18 units of failures (5.0, 6.0, 8.0, 9.0) within 3-4 semesters shall be advised to leave the program.
9. A shifter is one who is on academic probation upon admission to the program. If he incurs three (3) failing marks in his first semester in the College, he shall be advised to leave the program.
10. Unofficial withdrawal (UW) and failure due to absences (FA) in all subjects within a semester will disqualify the student for readmission the following semester.

**Revised April 2013**

## **COLLEGE OF BUSINESS AND ACCOUNTANCY**

Pursuant to the upliftment of the quality of business education and in order to meet the challenges of producing professionals who can think logically, judge critically, solve problems and make decisions, communicate effectively, possess competence in some areas of accounting and business, and be conversant in information technology, the College adopts the following admissions and retention policies:

### **Admission and Retention Policies to the Bachelor of Science in Accountancy (BSA) Program**

1. A student is admitted to second year upon meeting the following requirements:
  - 1.1. No failure in any subject;
  - 1.2. A minimum weighted point average of 2.25 in XFUNAC1 and XFUNAC2 (Fundamentals of Accounting Parts 1 and 2);
  - 1.3. A minimum weighted point average of 2.50 for all first year subjects.

2. A student is retained in the program upon meeting the following requirements:
  - 2.1. No failure in any subject;
  - 2.2. A minimum weighted point average of 2.50 for all **Accounting and Business Law subjects**;
  - 2.3. Take and pass the qualifying examinations to be taken prior to admission to the succeeding year level (subject to the **Qualifying Examination Policies**)
3. A student is given a “probationary status” in any of these cases:
  - 3.1. The minimum weighted point average for XFUNAC1 and XFUNAC2 was not met but the weighted point average is between 2.26 and 2.50;
  - 3.2. The minimum weighted point average for Accounting and Business Law subjects was not met but the weighted point average is between 2.51 and 2.75;
  - 3.3. Failure to pass a qualifying examination.
4. A student is disqualified from the Accountancy program in any of these cases:
  - 4.1. The weighted point average for XFUNAC1 and XFUNAC2 is below 2.50;
  - 4.2. The weighted point average for Accounting and Business Law subjects is below 2.75;
  - 4.3. Failure in any subject;
  - 4.4. Failure to pass the qualifying examination after being given a probationary status;
  - 4.5. Failure to take the qualifying examination prior to admission to the succeeding year level;
  - 4.6. Incurrence of two of the “probationary status” cases stated in 3.1, 3.2 and 3.3.

### **Qualifying Examination Policies**

1. A student will be allowed to take the qualifying examination:
  - 1.1. Upon meeting all the minimum requirements as stated in the Admission and Retention Policies of the Accountancy Program;
  - 1.2. Upon submission of the following requirements:
    - a. Duly accomplished Notice of Admission (NOA)
    - b. Comprehensive copy of grades as issued by the ITSS
    - c. Official receipt for the payment of the qualifying examination fee
2. A student must take the qualifying examinations prior to the admission to the next year level.
3. A student who failed in the incoming fifth year examinations must apply for a retake administered during summer, provided, that the student was never under probationary status. However, if the student failed on the retake then he/she may apply for another qualifying examination after one year for a maximum of **two times**.
4. A student who is already under probationary status but who failed in the incoming fifth year examinations may apply for a retake after one year for a maximum of **two times**.
5. A student who passed the incoming fifth year qualifying examinations must enroll within **two years** after the said examination.
6. A student who submitted either falsified or misrepresented requirements shall be subject to disqualification to the Accountancy Program.

### **Requirements for Graduation**

A fifth year Accountancy student must pass a comprehensive examination as part of the requirement for graduation. A student who finishes the five-year program shall be conferred the degree of Bachelor of Science in Accountancy, which qualifies him/her to take the CPA Licensure Examination.

- **Transferees from other schools in the same course shall observe the same admission and retention requirements and their admission requires the appropriate action of the Dean.**

**(Transferees must not have any failure in the accounting subjects and must meet the minimum grade requirement to be admitted in the BSA Program)**

- **Shiftees and graduates of other courses seeking admission to Accountancy or the Accounting major must meet the following requirements:**
  - a. Applicant must not have been previously disqualified from majoring Accounting or pursuing Accountancy in this university.
  - b. For Accountancy applicants, the no failures and minimum weighted point average requirement in first year common subjects shall be observed.
  - c. Applicant must present his copy of grades or transcript of records of the previous course taken to enable the dean to make an assessment of the applicant and signify his approval or disapproval.
  - d. Any major subject taken up in the previous course shall not be credited. The applicant, therefore, must be willing to take up all the major subjects.
  - e. The related retention policy shall be observed as well.

***Admission to the Management Programs***

Any student may pursue any of the Management courses for as long as he has met the grade requirement and College Entrance Test for admission to the College.

Revised April 2013

**COLLEGE OF CRIMINAL JUSTICE EDUCATION AND FORENSICS**

**ON RETENTION POLICIES**

All Students enrolled in the COLLEGE OF CRIMINAL JUSTICE EDUCATION AND FORENSICS under the BS CRIMINOLOGY WITH FORENSICS PROGRAM must be familiarized with the existing Retention Policies in order to become aware of his/her academic performance policies and status in college.

**1. INCOMING FRESHMEN**

Applicants who took the entrance examination and obtained a probationary rating upon enrolment are required to sign a waiver by their parents/guardian. The waiver stipulates that the student under probationary status will be covered by the rules and policies provided in the retention policies of the college.

**2. TRANSFEREES AND SHIFTERS**

A transferee and/or shifter upon enrolment in the college is automatically placed under probationary status regardless of his/her general weighted average. He/she is required to sign a waiver with his/her parent/guardian that he/she is under probationary status and that he/she is covered under the retention policies of the college.

3. A student enrolled in his/her First Semester must incur a general weighted average of 2.75 in order to qualify to enroll in the following semester.

4. A student enrolled in his/her First Semester who incurs a general weighted average of 3.0 is qualified to enroll in the following semester provided he/she will be placed under probationary status.

5. A student who incurs a grade of 5.0 in one or more of his/her subjects is still qualified to enroll in the

following semester provided he/she will be placed under probationary status.

6. Students under PROBATIONARY STATUS must NOT incur a failing grade in any of his/her subjects and/or must obtain a general weighted average of 3.0. Should a student obtain a failing grade and/or a general average of 3.0 during his/her probationary status, he/she will be de-loaded 6 units of his/her professional subjects in the following semester.
7. A student who is de-loaded of 6 units in his/her professional subjects who incurs again a failing grade and/or a general weighted average of 3.0 will be subjected for evaluation and assessment by a committee composed of the a) Head of the University Guidance Center b) Head, Testing Center and c) Dean of the College.
8. Students enrolled in the third year level during the first semester are required to take the Reading and Vocabulary Test to be conducted by Testing Center.
9. Students enrolled in the third year level during the second semester are required to take the Comprehensive Assessment Examination to be conducted by the College.
10. Students enrolling in the fourth year level must have taken the Reading and Vocabulary Tests and passed the Comprehensive Assessment Examination.
11. Students enrolling in the fourth year level must have taken all the general education subjects except for 5 LOGIC.
12. To qualify to enroll in the OJT or Practicum and Enhancement Program, the student enrolling in his/her last semester should have taken 90 percent of the total number of professional subjects in the curriculum.

Revised April 2013

## **COLLEGE OF ENGINEERING AND ARCHITECTURE**

### **FOR AERONAUTICAL ENGINEERING, CIVIL ENGINEERING, ELECTRONICS ENGINEERING, ELECTRICAL ENGINEERING, and MECHANICAL ENGINEERING**

1. A first year student who failed in Algebra1 and Trigo in his first semester will be put under probation in the following semester. In case he failed again in any of these subjects, he will be advised to shift to non-board degree program of the College. Should he fail again, he will be advised to shift to a degree program offered outside the College. Similarly, a first year student who failed in any two of the following subjects: Algebra2, Anageo and Solidm, in his succeeding semester will be put under probation in the following semester. In case he failed again in any of these subjects, he will be advised to shift to a non-board degree program of the College. Should he fail again, he will be advised to shift to a degree program offered outside the College.
2. A second year student who failed in Diffcal and Physics1 in any given semester will be put under probation in the following semester. In case he failed again in any of these subjects, he will be advised to shift to a non-board degree program of the College. Should he fail again, he will be advised to shift to a degree program offered outside the College. Similarly, a second year student who failed in Intecal and Physics2 in his succeeding semester will be put under probation in the following semester. In case he failed again in any of these subjects, he will be advised to shift to a non-board degree program of the College. Should he fail again, he will be advised to shift to a degree program offered outside the College.
3. A student can be placed under probationary status for two times only. Otherwise, the student will

be advised to shift to a non-board degree program of the College.

4. A student must have passed all his major subjects in the first two year levels before he can enroll his professional subjects.
5. A student in his third, fourth and fifth year levels will be deloaded a minimum of 6 units, should he fail in any three of his major subjects.
6. A student who failed the same major subject for the third time shall be advised to shift to a program outside the college.

### **FOR ARCHITECTURE**

1. A first year student who failed in any two of the following subjects: **Aralgebra, PTrigo, Adesign1, Agraphics1, Avistech1, and Thearch1** in his first semester will be put under probation in the following semester. In case he failed again in any of these subjects, he will be advised to shift to a non-board degree program of the College. Should he fail again, he will be advised to shift to a degree program offered outside the College. Similarly, a first year student who failed in any two of the following subjects: **Argeom, Solmen, Aphysics2, Adesign2, Agraphics2, Avistech2 and Thearch2** in his succeeding semester will be put under probation in the following semester. In case he failed again in any of these subjects, he will be advised to shift to a non-board degree program of the College. Should he fail again, he will be advised to shift to a degree program offered outside the College.
2. A second year student who failed in any two of the following subjects: **Ardiffcal, Aphysics2, Adesign3, Avistech3, Bldgtech1, Arinterior, and Histarch1** in any given semester will be put under probation in the following semester. In case he failed again in any of these subjects, he will be advised to shift to a non-board degree program of the College. Should he fail again, he will be advised to shift to a degree program offered outside the College. Similarly, a second year student who failed in any two of the following subjects: **Arintecal, Adesign4, Bldgtech2, Bldgutl1, Histarch2, Surv, and SurvL** in his succeeding semester will be put under probation in the following semester. In case he failed in any of these subjects, he will be advised to shift to a non-board degree program of the College. Should he fail again, he will be advised to shift to a degree program outside the College.
3. A student can be placed under probationary status for two times only for the entire duration of his stay in the program. Otherwise, the student will be advised to shift to a non-board degree program of the College.
4. A student who failed the same major subject for the third time shall be advised to shift to a program outside the college.

### **FOR COMPUTER ENGINEERING AND INDUSTRIAL ENGINEERING**

1. A first year student who failed in **Algebra1** and **Trigo** in his first semester will be put under probation in the following semester. Should he fail for the third time in any of these subjects, he will be advised to shift to a degree program offered outside the College. Similarly, a first year student who failed in any two of the following subjects: **Algebra2, Anageo and Solidm**, in his succeeding semester will be put under probation in the following semester. Should he fail for the third time in any of these subjects, he will be advised to shift to a degree program offered outside the College.
2. A second year student who failed in **Diffcal** and **Physics1** in any given semester will be put under probation in the following semester. Should he fail for the third time, he will be advised to shift to a degree program offered outside the College. Similarly, a second year student who failed in

**Intecal** and **Physics2** in his succeeding semester will be put under probation in the following semester. Should he fail for the third time, he will be advised to shift to a degree program offered outside the College.

3. A student can be placed under probationary status for two times only.
4. A student must have passed all his major subjects in the first two year levels before he can enroll his professional subjects.
5. A student in his third, fourth and fifth year levels will be de-loaded a minimum of 6 units, should he fail in any three of his major subjects.
6. A student who failed the same major subject for the third time shall be advised to a program outside the college.

*Revised April 2011*

### **COLLEGE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY**

#### **BS in Information Technology/BS in Computer Science**

A student who has incurred failures in his/her major subject/s shall be put on probation and shall be de-loaded in the succeeding semester. De-loading will depend on the number of units failed in the previous semester. A student on probation will not be allowed to enroll a full semester load unit all pre-requisite subjects have been satisfactorily completed.

### **COLLEGE OF NURSING AND ALLIED MEDICAL SCIENCES**

The following rules and standards of retention shall be strictly observed:

1. A student with general weighted average of 75% or better, qualifies for readmission the following semester.
2. A student who failed in one or more subjects but not more than 30% of the total academic load enrolled in during the preceding semester maybe admitted "on probation" for the next semester subject to the recommendation of the Dean of the College.
3. A student who failed in more than 30% of the total academic load enrolled during the preceding semester is disqualified for readmission.
4. A student must be physically fit as assessed and evaluated by the University Physician before the start of the enrolment for the first semester of the new academic year.
5. All theoretical components and RLE of the professional subjects must be passed. Failure in the theoretical component means repeating both theory and RLE of the same subject (BSN).
6. If a student passes the theoretical component but fails in RLE, the students will repeat RLE (BSN).
7. All absences in RLE in a particular level must be completed prior to promotion to the next level (BSN).
8. BS Radiologic Technology (BSRT) and BS Medical Technology (BSMT) students must pass all the general and professional education subjects before being allowed to take the practicum.

Revised April 2013

### **WITHDRAWAL from THE UNIVERSITY**

Transfer Credentials will be released provided admission credentials such as Form 137 or Original Transcript of Records are on file with Registrar's Office. Students seeking honorable dismissal from the University must observe the following procedure:

1. Secure and fill out an application form for **Honorable Dismissal/Transfer Credential** from the Registrar's Office.
2. Obtain clearance from all units indicated in **the Application/ Clearance** form.
3. Pay at the Finance Office all the charges for preparation and transmittal of the transcript of records to the school or college where the student will enroll.
4. Get **Certificate of Good Moral Character from the Student Conduct Office.**
5. Submit duly accomplished application/clearance form, required documentary stamp, **2 pcs. 2x2 photo** and official receipt at the Registrar's Office.
6. Claim Certificate of Transfer and other related documents.
7. Transcripts of Records are sent directly to the institution designated by the student in the request.

### **TRANSCRIPT OF RECORDS**

Transcript of Records will be released provided admission credentials such as Form 137 or Original Transcript of Records are on file with Registrar's Office.

No transcript of records will be issued to any student applying for the same, unless he is cleared by the Finance Office and the Library.

Transcripts of Records are released/issued after:

- A. Two (2) working days for Express Lane processing.
- B. Seven (7) working days for regular processing.

## **II. POLICIES RELATING TO STANDARDS OF CONDUCT ON CAMPUS**

### **STUDENT CODE OF CONDUCT CODE AND PROCEDURES**

#### **1. Introduction**

Student Code of Conduct and Procedures was design to serve as a guide to the Holy Angel University students. Rules and regulations were not made to punish wrong doings but to assist students, to be mindful and responsible of their behavior. The code also specifies the rights of every student likewise respecting the rights of others.

#### **2. Authority**

The Student Conduct Office (SCO) is responsible for the maintenance of student discipline. When the case warrants Board of Discipline (BDO) Hearing, the SCO will form a BOD committee members composed of a Faculty from the respondent's college designated by the College Dean, President or representative from the University Student Council, Student Conduct Officer and College Guidance



Counselors to act as respective advisers to respondent and complainant. The guidance counselor shall ensure that due process is observed for both parties. They shall not, however, directly participate in the proceedings of the Board.

The Student Conduct Officer will act as the chairperson of the Board. He/she has the right to disqualify any member of the board who has a relationship with either the respondent or the complainant to maintain objectivity.

The Board Resolution will be submitted to the Dean of the College where the respondent belongs for final approval/disapproval of the recommendation. The Dean may overrule the decision/recommendation of the Board.

### **3. Applicability**

The Code of Conduct and Procedures will apply to every registered college students currently enrolled and those who are on leave, not enrolled or on break (summer and semestral, field trips or On-the-Job training or practicum and any misconduct committed outside the school that may place the name of the school in a bad light.

### **4. Rules on Behavior**

#### **1. Catholic Identity**

As members of a Catholic Institution, students must attend and observe religious activities of the University. Proper behavior should be observed during these activities, i.e., celebration of the Eucharist, retreat/recollection, praying of Angelus, class prayers and other related activities.

#### **2. On School Uniform and Personal Attire**

2.1 The official/prescribed uniform for **FEMALE** college students (except for CNAMS and CCJEF) consists of the following: gray checkered skirt, white blouse with tie and closed black shoes (Rubberized closed black shoes e.g. crocs etc. are not allowed). The exact measurements/specifications are described below: (See appendix D)

- The skirt must be 3 inches below the knee
- Blouse must be straight cut, length must be 7 inches (from the navel) and the sleeves must be 2 inches above the elbow

Note: The checkered skirt and white blouse fabric materials can only be purchased at HAU ISSI Bookstore.

**HAU ID Card must be worn at all times while in Campus.**

2.2 The official/prescribed uniform for **MALE** college students (except for CNAMS and CCJEF) consists of the following: white polo, black pants, closed black shoes and white or black socks. (Rubberized closed black shoes e.g. crocs etc. are not allowed). The exact measurements/specifications are described below: (See appendix D)

#### **SPECIFICATIONS:**

##### **For White Polo:**

- White Polo must be straight buttons
- Straight cut and not fitted polo

- Length must be 7 inches from the navel

**For Black Pants:**

- Straight cut and must be comfortably loose
- Pants must be slacks, wool or linen

**Note:** *Bastion/tight fitting pants and black denims/maong pants are not allowed*

**HAU ID Card must be worn at all times while in Campus.**

- 2.3 All male college students are required to wear **closed black leather/synthetic shoes only.** Rubberized closed black shoes (e.g. crocs, rubber shoes etc. are not allowed)
- 2.4 College of Nursing and Allied Medical Sciences students must wear prescribed uniform.
- 2.5 Senior Education Practicum students must wear the uniform prescribed by CASED.
- 2.6 Aeronautical Engineering Students (3<sup>rd</sup> year Standing) must wear college prescribed uniform.
- 2.7 College of Hospitality Management students must wear the following prescribed uniform/attire during functions:
- a. Laboratory uniform
  - b. Service Uniform
  - c. Official Attire/Uniform of Tourism Students (3<sup>rd</sup> year standing) for their HEVENTS Subject and University Affairs.

**2.8 The following may be exempted from wearing the prescribed uniform:**

***Pregnant Students When Becomes Evident.***

- \* Submit Medical Certificate from the attending Physician and photocopy of the ultrasound
- \* Marriage Contract (If married). If not, parent/guardian appearance

***Full-time Working Students***

- \* Submit original copy of Certificate of Employment
- \* Photocopy company I.D. back to back
- \* (1) 1x1 picture

**Note:** *Full-time employed students are required to wear company uniform. In cases where the company does not have a prescribed office uniform, the working student may be allowed to come to school in civilian clothes provided the attire is in accordance with the proper dress code set by the University. (Please refer to section 2.9)*

- Students in their PE uniform will not be allowed to attend academic classes. From the gym, they have to change into prescribed uniform; Students will not be allowed to enter the campus wearing PE shorts only.

**2.9 Wednesdays, Saturdays, Sundays and even during Summer Term** are non-uniform days (except for College of Nursing and Allied Medical Sciences (CNAMS) and College of Criminal Justice Education and Forensics (CCJEF), to give students a break from the school uniform. However, modesty and simplicity must be strictly adhered to. The following are not allowed to

wear during when entering the campus: (see appendix at the back)

**Not allowed for men**

Shorts  
Sando/Back shirt  
  
Slippers  
Tattered Denims

**Not allowed for female**

Shorts  
Sleeveless or hanging  
blouse/dress  
Mini skirt  
Slippers and wooden shoes  
Tattered Denims  
Leggings

2.10 Wearing of rubberized or wooden slippers are not allowed except during floods, heavy rains and other calamities.

2.11 Students not in proper uniform or not wearing proper dress code, as the case may be, **will not be allowed to enter the campus.**

2.12 Each college may prescribe its own variations other than or in addition to, the above mentioned. Questions of interpretations of the uniform should be addressed to the Student Conduct Office.

## **CASED STUDENTS POLICY ON UNIFORM**

### **Grooming, Standard of Decency and Personal Disposition**

CASEd students are expected to demonstrate personal grooming standards of cleanliness and to wear suitable clothing while on inside the University, every Wash Day, on Educational Exposure Trips, and during off-campus events at which students represent the University for any curricular and co-curricular activities. Any personal grooming or clothing that disrupts the educational process or is provocative in nature is in violation of the Grooming, Standard of Decency and Personal Disposition policies.

The following provisions are applicable for as long as students are wearing the school uniform.

1. Uniforms should be kept buttoned and properly worn.
2. The nameplate (if the program requires one) should always be worn at the left side of the chest when wearing the uniform together with the school ID.
3. The hairstyle for both male and female should be simple and well kept. The hair should be neatly combed and must be off the eyebrows and collar.
  - a. Moustache and side beards are not allowed for male students.
  - b. Hair should be of natural color.
  - c. Sporting long hair (hair touching the collar and hair covering the ears and/or eyes) for the male students and/or sporting of skinhead (including shaped short buzz type of hair) for the male or female student inside the campus and during practicum (inside or outside the university) are prohibited.
  - d. Eyebrows cut are not allowed.
4. Fingernails should be kept short and without nail polish both for males and females.
5. Light make-up for female is encouraged to enhance personality. Heavy dark make up and lipstick is prohibited.
6. Cosmetics for males are strictly prohibited.
7. Wearing of earrings for boys, caps or hats (worn inside the classrooms or offices), anime inspired looks/clothing, wearing colored or designed contact lenses, body piercing (in any form) and having body tattoo is prohibited.
8. Display of any bizarre and sexually provocative behavior in any context and medium including social networking site. Bizarre behavior is defined as markedly strange in

appearance and style, or general character and often involving unbecoming or unexpected elements; outrageously or whimsically strange; odd including unusual clothing (Fundukian & Wilson, 2008)

9. On Practicum and Practice Teaching:
  - a. Any form of undesirable behavior during the practicum and practice teaching will be subjected to disciplinary action based on the standards of conduct reflected at the student manual.

*Revised April 2013*

## **CCJEF STUDENTS POLICY ON UNIFORM**

All Criminology Students must strictly follow the college prescribed uniform (see schedule and specifications/measurements below):

### **FOR MALE STUDENTS:**

A.) Uniform during Mondays-Tuesdays-Thursdays and Fridays:

1. Blue Polo uniform with two pockets on left and right breast with complete paraphernalia;
2. Straight cut black pants with no pleats and not too tight;
3. Leathers/synthetic black shoes with lace;

B.) Uniform during Wednesdays and Saturdays:

1. Light blue Polo Shirt with CRIMINOLOGY Print at the back;
2. HAU Logo (right arm) and CCJEF Logo (left arm);
3. Straight cut black pants with no pleats;
4. Nameplate on top of the left pocket.

### **FOR FEMALE STUDENTS:**

A.) Uniform during Tuesdays and Fridays:

1. Blue Polo uniform with two pockets on left and right breast with complete paraphernalia;
2. Straight cut black pants or skirt with no pleats;
3. Leather/synthetic black shoes with lace.

**Note: During Mondays and Thursdays, Female Students must be in black skirt uniform.**

B.) Uniform during Wednesdays and Saturdays:

- 1.) Light Blue Polo Shirt with CRIMINOLOGY Print at the back;
- 2.) HAU Logo (right arm) and CCJEF Logo (left arm);
- 3.) Skirt with no pleats;
- 4.) HAU I.D. Card;
- 5.) Nameplate on top of the left pocket.

## **COMPLETE PARAPHERNALIA:**

- Shoulder board
- Necktie for second year to higher year
- Lanyard
- HAU School I.D. card
- Nameplate on top of the left pocket
- HAU Logo (right arm) and CCJEF logo (left arm).

## **NOTE:**

- 1.) All CCJEF students are expected to wear the proper uniform and neatly tucked in at all times while inside and outside the university.
- 2.) Students found to have violated the uniform policy of the college shall be dealt according to the provisions of the Student Manual on uniform policy.

### **3. On ID Requirements**

Every student will present his/her ID card to the Security Guard when entering the University.

- 3.1. Lost ID card must be reported immediately to the Student Conduct Office with the following procedures:
  - ◆ Secure a temporary gate pass from the Security Office. It shall be good only for 48 hours and is non-renewable.
  - ◆ Secure a clearance from the Student Conduct Office and proceed to Finance Office to pay for the issuance of a new ID.
  - ◆ Present receipt to ITSS where your picture is taken and a new ID will be issued.
- 3.2 No student will be allowed replacement of ID more than twice within the school year.
- 3.3 Three (3) losses of ID card within the school year shall be considered major or minor offense depending upon the circumstances of loss as evaluated by the Student Conduct Office.
- 3.4 In case of confiscation due to violation, the student must secure a temporary gate pass from the Security Office or Student Conduct Office. The said gate pass is good for 48 hours; failure to reclaim confiscated ID within the said hour may be a basis for disciplinary action.
- 3.5 On forgotten ID, three (3) times to commit such act may be cause for not allowing a student to enter the university.

### **4. Orderliness, Cleanliness and Proper Use of Facilities**

Maintaining cleanliness in our University is everybody's responsibility. As responsible young adults, students are expected to keep the school premises clean and orderly through proper disposal of trash and proper use of facilities. Students should:

- 4.1. turn off lights, electric fans, and faucets when not needed, especially at dismissal time, during the last period;
- 4.2. exert utmost care and concern in handling and using laboratory equipment. Breakages, loss or damages, whether accidental or willful, shall be charged to the student/s concerned;
- 4.3. refrain from pulling/taking chairs and tables out of classrooms;

- 4.4 refrain from sitting on tables;
- 4.5. refrain from stepping on chairs/benches and tables;
- 4.6. refrain from eating in classrooms/laboratories, corridors and at the study area;
- 4.7. properly dispose trash in the trash cans.

## **5. On Decency**

Proper conduct and behavior is expected from all students at all times and all places as befitting their status as members of a Catholic University. They should:

- 5.1 refrain from using curses and vulgar words and roughness in all aspects of behavior;
- 5.2 refrain from staying in unlighted places, inside parked vehicles and in vacant rooms;
- 5.3 refrain from public display of intimacy, whether inside or outside the University while in school uniform;
- 5.4 report cases described in the Republic Act No. 7877 (Anti-Sexual Harassment Act of 1995), to the Anti-Sexual Harassment Board or the Office of Student Affairs;
- 5.5 refrain from excessive use of loud/heavy hair coloring;
- 5.6 refrain from body piercing;
- 5.7 female students are advised against wearing expensive jewelry and/or immodest fashion accessories (big dangling and/or multiple earrings);
- 5.8. Male students are advised not to wear earrings;
- 5.9. male students are advised against wearing hair beyond shoulder length, especially if unkempt/untidy.
- 5.10 No long hair, beard or mustache for male CHM students enrolled in laboratory classes.
- 5.11 CHM Students who are enrolled in laboratory classes are not allowed to wear earrings/jewelry during laboratory.
- 5.12 refrain from displaying body tattoo while inside the school premises.
- 5.13 Cross dressing is strictly prohibited.

## **6. On Curfew**

Students are allowed to stay on campus during school days until 9:20 p.m. only. Request for permission to stay on campus beyond the curfew hour must be filed at the Campus Services and Development Office at least one day before.

## **7. On Respect for Others**

Concern and consideration for others are marks of an educated Christian person. Thus, loitering and talking aloud along the corridors during class sessions must be avoided or any act that may cause disturbance to others.

## **8. On Behavior**

The University is a community, therefore all students are expected to act responsibly and accordingly and likewise mutual respect must be shown. The students are required to strictly observe rules and regulations and policies that may be introduced from time to time by the Student Conduct Office or other authorized University officials or anybody that concerns that maintaining peace and order of the University. Thus, students must refrain from committing any of the following acts which are categorized and listed as:

**8.1 Major Offenses.** The following are considered major offenses:

- 8.1.1 Violation of Dangerous Drugs Law and other related laws.
- 8.1.2 Drinking intoxicating wine, liquors and beverages on campus or entering the campus in a state of intoxication or under the influence of drugs prohibited or related by law.
- 8.1.3 Smoking cigarette in the University campus. (including E-cigarette)
- 8.1.4 Carrying of firearms, weapons (lead pipes, ice picks, or blades which are more than 1 1/2 inches long, etc.), explosives (including firecrackers, and pyrotechnics) within the premises of the University.
- 8.1.5 Deliberate disruption of academic functions like classes, convocations, seminars, symposia, and other school activities, which tends to create public disturbance or disorder.
- 8.1.6 Disrespect, whether in words or in deeds, towards any member of the faculty, administration, or non-teaching staff
- 8.1.7 Brawls on campus or at school functions on campus
- 8.1.8 Grave threat on the life and safety of another person (student, faculty, personnel).
- 8.1.9 Direct assault upon another student inside and outside the campus
- 8.1.10 Direct assault upon the person of any member of the faculty, administration, personnel, non-teaching staff, or any person vested with authority.
- 8.1.11 Being an accomplice or provoking fights/brawls between and/or among students inside or outside the campus whether or not with actual participation in the fights brawls.
- 8.1.12 Vandalism, damage to or defacement of University property or of the property of the members of the University community caused intentionally or recessly; misappropriation of such property.
- 8.1.13 Theft, damage to, or possession without permission of property of the University or of a member of the University community or of another students.
- 8.1.14 Loss of University property or of the property of any member of the University community due to negligence and failure to replace lost item, property or valuable.
- 8.1.15 Forcible entry to HAU premises.
- 8.1.16 Unauthorized use of facilities and services, including classrooms, whether during or between classes.
- 8.1.17 Engaging in lewd, indecent, obscene or immoral conduct including scandalous display of intimacy, inside and outside the University while in school uniform.
- 8.1.18 Acts that place the name of school in bad light such as public malicious imputation of an act, omission, condition or status or circumstances which tend to cause dishonor, discredit or contempt to the name of the school.

- 8.1.19. Acts that prevent, coerce, force or intimidate others from entering the campus or attending classes or other school functions
- 8.1.20. Violation of Republic Act 8044, known as **Anti-Hazing Law** either inside or outside the University premises. (See Appendix)
- 8.1.21. Inflicting physical injuries whether serious or less serious, upon a person during initiations conducted either inside or outside the premises of the University.
- 8.1.22. Forging or falsifying and/or tampering with academic or official records or school documents of any kind and possession of falsified or tampered documents.
- 8.1.23. Forging or falsifying and/or tampering official records that takes place within the context of academic study, i.e. practicum, OJT and field trips.
- 8.1.24. Gambling in any form within the campus and while on duty outside the school.
- 8.1.25. Lending/Using/Borrowing an ID card/registration form to another student or to an outsider.
- 8.1.26. Commission of three (3) minor offenses.
- 8.1.27. Distribution of printed material/s and/or posting of posters and hanging streamers/banners within school campus without prior permission or approval from Student Conduct Office.
- 8.1.28. Putting up, manning or maintaining a barricade in order to prevent entry to or exit from the school premises.
- 8.1.29. Malversation of any funds intended for class, organization, council or publication, whether offender is a member/staffer or not.
- 8.1.30. Stalking or harassing another member of the community.
- 8.1.31. Collection of goods or money without permission from school authorities.
- 8.1.32. Blackmailing or extorting money from a student, faculty or any member of the University community for whatever reason or purpose and whether or not the objective of extortion is accomplished.
- 8.1.33. Sexual harassment involving a student. In cases where the victim fails to report or is not in a position to do so, any witness can file a complaint either on behalf of the victim or as a witness. Otherwise the SCO may, on its own initiative, conduct an investigation the results of which may serve as basis for filing charges.
- 8.1.34. Cheating in any form (including plagiarism). The following acts shall constitute cheating and shall be punishable hereunder:
- Unauthorized possession of notes or any material relative to the examination whether the student actually uses them or not;
  - Unauthorized possession of test questions (Unauthorized possession means that student is in possession of test questions in any subject, whether he enrolled in it or not, prior to the date the examination shall have been given);
  - Copying from or allowing another to copy from one's examination papers;
  - Talking with another student without permission during an examination;
  - Taking an examination for or on behalf of another student;



- Passing as one's own any examination paper done by another; and
  - Passing as one's own work any assigned report, term paper, case analysis, reaction paper and the like, which are copied from another.
  - Use of electronic devices.
- 8.1.35. Misuse or unauthorized use of University IT equipment and systems, including but not limited to:
- Theft or abuse of computer facilities.
  - Unauthorized access to a computer system of the University; modifying or attempting to modify computer programs or data, for any purpose without authorization.
  - Unauthorized use or transfer of a file.
  - Unauthorized use of another individual's identification/account and password.
  - Use of computer facilities/system to obstruct the work of another student, faculty member, or University official.
  - Use of computer facilities/system to interfere with normal operation of the University computing system.
  - Deliberately causing a computer virus to become installed in a computer system or file.
- 8.1.36 Commission of other such offenses within the campus punishable under the Revised Penal Code.
- 8.1.37 Viewing of pornographic and subversive materials (on the internet, print media, video, compact disc).
- 8.1.38. Use of profane language and verbal assault that results in the humiliation or extreme embarrassment of another person.
- 8.1.39. Violation of the USC Constitution by a USC official. The same policy applies to College Student Councils.
- 8.1.40. Violation of the Campus Journalism Law by members of the editorial staff of student publications.

## **8.2. Other Major Offenses**

- 8.2.1. Unauthorized carrying, use, and/or possession of weapons or firearms on university premises or at any university function held outside the campus. The term weapon/firearms include but not limited to: lead pipes, ice picks, blades which are more than 1 ½ inches long, firecrackers, pyrotechnics, bomb, grenade, gun, rifle, pistol, dynamite, dagger, num-chucks, sling-shot, metallic knuckles and chemical containers such as "pepper spray" or "tear gas", whether or not loaded, filled, or active.
- 8.2.2. Misrepresentation – falsely representing another person; falsely assuming the identity of another person;
- 8.2.3. Academic Violations include, but are not limited to:  
*Disruptive or inappropriate use of technological and electronic devices in the classroom such as cell phones, computers, and MP3 players.*

- 8.2.4. Inflicting bodily harm towards any member of the university community whether serious, less serious, or slight intentional or reckless.
- 8.2.5. Coercing or Persuading or intimidating another student to commit any of the violations prescribed in the Student Code of Conduct and Procedures in exchange for membership in the organization or as a form of initiation, or for any other gain.
- 8.2.6. Failure to present and/or wear ID card upon entry and while inside the university campus.
- 8.2.7. Failure to comply with a written instruction, penalty and/or sanction, as issued by the University Board of Discipline without excuse or justification.
- 8.2.8. Sexual act, indecent conduct/behavior such as: kissing, or touching sensitive parts of another person's body such as a breast, thigh, or buttocks with a sexual connotation as perceived by third parties, whether or not with actual malice on the parties involved.
- 8.2.9. Unauthorized reproduction/printing, use and/or sale of materials bearing the HAU logos, slogans, designs etc. of the university and other mandated units and organizations within and outside the campus.
- 8.2.10. Bringing any gambling or lending paraphernalia.
- 8.2.11. Being an accomplice or accessory to any of the violations prescribed in the Student Code of Conduct and Procedures.
- 8.2.12. Harassing or Bullying any member of the university community using cyber technology, including but not limited to: Instant Messaging, Facebook, Twitter, and skype.
- 8.2.13. Drinking alcoholic beverage/s in public while wearing HAU prescribed uniform/s.
- 8.2.14. Bullying another student.

**8.3 Minor Offenses.** The following shall be considered as minor offenses:

- 8.3.1. Loitering along hallways during class hours
- 8.3.2. Use of cellular phone during classes and/or academic functions
- 8.3.3. Violation of the Policy on ID
- 8.3.4. Violation of the Policy on Religious Activities
- 8.3.5. Violation of the Policy on School Uniform and personal attire (Cross Dressing is strictly prohibited)
- 8.3.6. Violation of the Policy on Curfew
- 8.3.7. Violation of Policy of Decency (not covered by policy on major offenses)
- 8.3.8. Violation of the Policy on Orderliness, Cleanliness and Proper Use of Facilities (not covered by policy on major offenses).
- 8.3.9. Such other acts inconsistent with proper behavior befitting that of an educated person.
- 8.3.10. Cups and Other eating utensils made up of Disposable Plastics or Styrofoam are not allowed in the Sacred Heart Building and in APS classrooms where CEA classes are held.

## SUPPLEMENTAL GUIDE ON THE IMPOSITION OF SANCTIONS

### I. MAJOR OFFENSES

#### A. Against the Philippine Law Without Prejudice to Filing of Criminal Charges

No.	Violation/s	Minimum Penalty	In between or 2 <sup>nd</sup> offense	Maximum penalty
8.1.1	DRUGS LAW If pusher If User	Exclusion D Suspension C		Expulsion Exclusion
8.1.20 and 8.1.21	ANTI-HAZING LAW If fatal Serious injury Minor injury	Exclusion A Exclusion C Suspension C		Expulsion Expulsion Exclusion
8.1.33	Sexual Harassment Involving Student <sup>a</sup>	Exclusion C		Exclusion
8.1.36	REVISED PENAL CODE Damage to person Damage to life	Suspension D Exclusion A		Exclusion Expulsion

#### B. Against School Property or Offenses Involving Cost: With Corresponding Payment of Cost

No.	Violation/s	Minimum Penalty	In between or 2 <sup>nd</sup> offense	Maximum penalty
8.1.12	Vandalism depending on the extent of damage	Undertaking		Suspension H
8.1.13	Theft, damaged depending on extent of damage	Suspension C		Exclusion A

8.1.14	Loss of property depending on cost of loss	Undertaking		Suspension H
8.1.29	Malversation of funds-(Assess the amount)	Suspension C		Exclusion B
8.1.4	Carrying weapons	Undertaking		Suspension D
8.1.32	Extortion/blackmail assess amount	Undertaking		Exclusion A

**C. Against Another Student/Faculty/Employee: With Payment of Costs and Written Public Apology**

No.	Violation/s	Minimum Penalty	In between or 2 <sup>nd</sup> offense	Maximum penalty
8.1.6	Disrespect in Words or Deeds depending on surrounding circumstances	Undertaking		Suspension D
8.1.7	Brawls -Assess injuries	Suspension C		Exclusion A
8.1.8	Grave Threat	Undertaking		Suspension D
8.1.9	Direct Assault-Student Assess extent of injury/damage	Suspension D		Exclusion B
8.1.10	Direct assault-faculty/administration/personnel, non-teaching staff or any person vested with authority Assess extent of injury/damage	Suspension E		Exclusion A
8.1.19	Coercion, intimidation	Undertaking		Suspension E
8.1.28	Barricading	Suspension C		Exclusion A
8.1.30	Stalking, harassing	Undertaking		Suspension E
8.1.38	Profane language or verbal assault Assess surrounding circumstances	Undertaking		Suspension D

**D. Misbehavior: With Community Outreach**

No.	Violation/s	Minimum Penalty	In between or 2 <sup>nd</sup> offense	Maximum penalty
8.1.2	Drinking	Suspension B		Suspension E

8.1.3	Smoking	Undertaking		Suspension C
8.1.11	Accomplice in Brawls	Suspension C		Exclusion D
8.1.17	Lewd, Indecent	Suspension B		Suspension E
8.1.18	Put the name of the school in a bad light Assess extent of public damage	Suspension C		Exclusion A
8.1.24	Gambling	Undertaking		Suspension D
8.1.26	3 Minor Offenses	Suspension C		Exclusion D
8.1.37	Viewing porno	Undertaking		Suspension C

**E. Against School Policy/Regulation**

No.	Violation/s	Minimum Penalty	In between or 2 <sup>nd</sup> offense	Maximum penalty
8.1.16	Unauthorized use of facilities	Undertaking		Suspension
8.1.22	Forging/falsifying	Suspension D		Exclusion
8.1.23	Forging/falsifying during OJT/Practicum and Field Trips	Suspension E		Exclusion
8.1.25	Lending/barrowing ID	Undertaking		Suspension
8.1.27	Printed mat's w/out permit	Undertaking		Suspension
8.1.31	Unauthorized collection	Undertaking		Suspension
8.1.34	Cheating	Undertaking – Minimum Penalty – zero in the examination/test/quiz		Suspension – Maximum Penalty failing grade in the subject in which he/she was caught cheating. (OSA) may add additional sanction/s depending on the gravity of the case.
8.1.35	Unauthorized use of equipment	Undertaking		Suspension

8.1.39	Violation of USC/CSC by-laws	Suspension C and administrative action		
8.1.40	Campus Journalism Act	Suspension C and administrative action		
8.1.5	Disruption of classes Assess extent of disruption	Undertaking		Suspension
8.1.15	Forcible Entry	Undertaking		Suspension

## II. OTHER MAJOR OFFENSES

### A. Against the Philippine Law Without Prejudice to Filing of Criminal Charges

No.	Violation/s	Minimum Penalty	In between or 2 <sup>nd</sup> offense	Maximum penalty
8.2.8	Sexual Act, indecent conduct...	Exclusion C		Exclusion

### B. Against School Property or offenses involving Cost: With Corresponding Payment of Cost

8.2.1	The term weapon/firearms include but not limited to: lead pipes....and chemical containers such as "pepper spray or "tear gas"	Undertaking		Suspension D
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### C. Against another Student/Faculty/Employee: With Payment of Costs and Written Public Apology

8.2.2	Misrepresentation-falsely representing another person; falsely assuming the identity of another person.	Undertaking		Suspension D
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8.2.4	Inflicting bodily harm towards any member of the university community whether serious, less serious, or slight intentional or reckless	Suspension C		Exclusion A
8.2.5	Coercing or forcing another student to commit any of the violations prescribed in the Student Code of Conduct and Procedures	Undertaking		Suspension E
8.2.12	Harassing any member of the University community using cyber technology including but not limited to; Instant Messaging, Yahoo Messaging, Facebook, Twitter etc.	Undertaking		Suspension
8.2.14	Bullying another student	Undertaking		Suspension

**D. Misbehavior: With Community Outreach**

8.2.10	Bringing in of any material that connotes gambling or usury	Undertaking		Suspension D
8.2.11	Being an accomplice to any of the violations prescribed in the Student Code of Conduct and Procedures	Suspension C		Exclusion D

**E. Against School Policy/Regulation: With Community Outreach**

8.2.3	Academic Violations include, but are not limited to: a) Cheating, including plagiarism; b) Disruptive or inappropriate use of technological and electronic devices.....	Undertaking		Suspension
8.2.6	Failure to present and/or wear ID card upon entry and while inside the university campus	Undertaking		Suspension
8.2.7	Failure to comply with a written instruction, penalty and/or sanction, as issued by the University Board of Discipline without excuse or justification	Undertaking		Expulsion
8.2.9	Unauthorized reproduction/printing, use and/or sale of materials bearing the HAU logos	Exclusion		Suspension
8.2.13	Drinking alcoholic beverage/s in public while wearing HAU prescribed uniform	Undertaking		Suspension

**III. MINOR OFFENSES: With Community Outreach when committed for three (3) times**

No.	Violation/s	Minimum Penalty	In between or 2 <sup>nd</sup> offense	Maximum penalty
8.3.1	Loitering along hallways during class hours	- Verbal warning and sign an undertaking	- Sign an undertaking - Community outreach	- For hearing/investigation



8.3.2	Use of cellular phone during classes and/or academic functions (see revision on other offenses)	- Verbal warning and sign an undertaking	- Sign an undertaking - Community outreach	- For hearing/investigation
8.3.3	Violation of the Policy on ID (see revised policy on other offenses)	- Verbal warning and sign an undertaking	- Sign an undertaking - Community outreach	- For hearing/investigation
8.3.4	Violation of the Policy on Religious Activities	- Verbal warning and sign an undertaking	- Sign an undertaking - Community outreach	- For hearing/investigation
8.3.5	Violation of the Policy on School Uniform and personal attire	- Verbal warning and sign an undertaking	- Sign an undertaking - Community outreach	- For hearing/investigation Note: For CASED (forced to shift)
8.3.6	Violation of the Policy on Curfew	- Verbal warning and sign an undertaking	- Sign an undertaking - Community outreach	- For hearing/investigation
8.3.7	Violation of the Policy on Decency (not covered by policy on major offenses)	- Verbal warning and sign an undertaking	- Sign an undertaking - Community outreach	- For hearing/investigation
8.3.8	Violation of the Policy on Orderliness, Cleanliness and Proper Use of Facilities (not covered by policy on major offenses)	- Verbal warning and sign an undertaking	- Sign an undertaking - Community outreach	- For hearing/investigation
8.3.9	Such other acts inconsistent with proper behavior befitting that of an educated person	- Verbal warning and sign an undertaking	- Sign an undertaking - Community outreach	- For hearing/investigation

## Legend:

Suspension minimum : One day  
Maximum : Three Weeks

### A.) Range of Suspension:

- A. 1 day
- B. 2 days
- C. ½ week: equivalent to 2 days if 4x a week; 3 days if 5-6 days a week
- D. 1 full week
- E. 1 week and 1 day
- F. 1 week and 2 days
- G. 1 and ½ weeks
- H. 2 full weeks
- I. 2 weeks and 1 day
- J. 2 weeks and 2 days
- K. 3 full weeks

### B.) Types of Exclusion

**Exclusion A** The respondent's enrolment with the University is terminated immediately after the decision and is not allowed to re-enroll at the University.

**Exclusion B** The respondent is allowed to finish the semester/summer term but is not allowed to re-enroll at the University.

**Exclusion C** The respondent is allowed to finish the semester/summer term and is allowed to apply for readmission after at least one year.

**Exclusion D** The respondent is allowed to finish the semester/summer term and is allowed to apply for admissions after one Semester is over.

**Expulsion** – The respondent's enrolment is immediately terminated and is declared persona non grata in the University.

### Note:

- The so-called blacklist shall be limited to students who have been given the penalties of exclusion (all types) and expulsion. The requirement of signing an undertaking during enrolment shall be discontinued.
- Records of signed undertaking and counseling up to exclusion shall be placed on file for reference.

## 9. FORMAL PROCEDURES AND DISPOSITION OF DISCIPLINE CASES

### 9.1. Reporting of Misconduct

All cases of misconduct or violations of provisions in the Student Manual are reported to the Student Conduct Office (SCO) or to the Security staff as soon as possible by:

- ◆ Any member of the HAU community who has witnessed the violation. He may write and file an incident report to the SCO or Security Office; or
- ◆ The aggrieved party who files a written complaint to the SCO.

## 9.2. Classification of Cases

Once the violation report is received by the Student Conduct Office, the SCO will consult the evaluation (**will seek the opinion**) committee to study the merits of the complaint and to assist the Student Conduct Officer in categorizing the violation. The evaluation committee members are:

- a) The Head of the University Guidance Office,
- b) Student Conduct Officer;
- c) Faculty Representative from the respondent's college;
- d) CSC Head/Representative from the Respondents College and
- e) USC President/Representative

◆ Minor Offense—if the incident/complaint is unfounded and warrants no formal action, the Student Conduct Officer will give proper coaching to the respondent and will require signing of an undertaking which is recorded in the computer for future reference.

◆ Major Offense—in which SCO conducts a case conference which further classifies it as either:

**Class A Major Offense** requiring Board of Discipline hearing, consequent imposition of appropriate action/s on the erring student and counseling; or

**Class B Major Offense** requiring only admonition; imposition of a light sanction, including the signing of an undertaking by the respondent and proper coaching. The respondent will be referred to the Guidance Counselor for follow-up. It is recorded officially for future reference.

Note: Mediation procedure is also applied for cases that do not warrant formal hearing.

## 9.3. Case Withdrawal

In case the complainant decides to withdraw the case at any stage of the process, the SCO has the power to pursue the case to its conclusion.

The BOD may initiate a separate discipline case against any student who, in the process of investigating a case, is found to be guilty of a major offense. However, the usual due process must be applied to this offshoot case.

The University takes every discipline case seriously to ensure that due process is observed, a fair trial is conducted, justice is served, and valuable life lessons are learned by all parties involved.

## 9.4. Notification of Parties Involved

A student charged with a breach of the Student Conduct Code is entitled to a written notice and a formal hearing.

- The SCO shall notify the student/respondent through a **call slip, text or call to get the Notice of hearing and** submit a written account of the incident (explanation report) within 48 hours upon receipt of notice.
  - Upon receipt of explanation report, the SCO will send a Notice of Hearing to the following which indicates the date
  - time and place of hearing as follows:
    - > Complainant (either through personal delivery in the classroom , through text/call or registered mail)
    - > Student/Respondent (either through personal delivery in the classroom , through text/call or registered mail)

**Note:** *Notices of hearing are sent at least three (3) days prior to the scheduled hearing.*

### **9.5. Composition of the Board of Discipline**

The Board of Discipline shall be convened by the Student Conduct Officer to hear Class A major offenses, not later than two (2) weeks after submission of complaint. Below is the composition of the board:

- > Faculty member from the student/respondent's College designated by the College Dean.
- > President or representative from the University Student Council.
- > Student Conduct Officer as the Chairperson of the Board.

The Guidance Counselors will also be present during the hearing to act as respective advisers (or counsels) to respondent and complainants. They must ensure that due process is observed for both parties, among other functions. They shall not directly participate in the proceedings of the Board, but only advise and take notes for future counseling.

### **9.6. Hearing Procedure**

The procedure for hearing a case in the Board of Discipline are as follows:

1. The Chair leads the members in reviewing the case through the submitted documents.
2. The complainant with parent/guardian and the respondent with parent/guardian are called in by turns to answer clarificatory questions regarding their written testimonies; lawyers, if any, may come in but only as observers.
3. Both complainant and respondent are called in together for the testimony of witnesses (complainant's, followed by respondent's);
4. By turns the complainant and the respondent are asked to give their final statements, after which they shall leave the room to allow the Board to deliberate.
5. Where the respondent fails to answer in writing, or attend the hearing, the BOD has the power to declare the absences as waiver of the respondent's right to present evidences/s and or witnesses. The case will then be heard and resolved based on available evidences.
6. The Board shall base its decision solely on evidence presented; it shall submit its decision to the College Dean, who may consult with the Chair or summon the respondent and/or the complainant prior to signing the Board decision. The Dean has the prerogative to overrule the Board by simply noting down his own decision beside his signature. Once the Dean signs the decision, the Student Conduct Officer shall summon the complainant and the respondent for the announcement.

### **9.7. Forms of Disciplinary Action**

The following sanctions may be imposed upon any student found to have violated the Student Conduct Code. The board may recommend more than one sanction depending on the nature of the offense.

- a) Oral Reprimand (by the Board)
- b) Written Reprimand
- c) Stern Written Reprimand
- d) Written Apology
- e) Public Written Apology (to be published in an official publication)
- f) Community Outreach (on or off campus)

- g) Payment of medical/dental hospitalization expense incurred by the victim /
- h) Restitution. Compensation for loss, damage, or injury to the University or University property. This may take the form of appropriate service and/or monetary or material replacement.
- i) Suspension (from one day to one month). Separation of the student from University for a definite period of time, after which the student is eligible to return.
- J) Exclusion Type D (the respondent is allowed to finish the semester/summer term and is allowed to apply for admissions after one Semester is over).
- k) Exclusion Type C (the respondent is allowed to finish the semester/summer term and is allowed to apply for readmission after at least one year).
- l) Exclusion Type B (the respondent is allowed to finish the semester/summer term but is not allowed to re-enroll at the University).
- m) Exclusion Type A (the respondent's enrolment with the University is terminated immediately after the decision and is not allowed to re-enroll at the University).
- n) Expulsion (the respondent's enrolment is immediately terminated and is declared a *persona non grata* in the University).

### **9.8. Confiscation of Items**

Confiscated items such as bladed weapons, guns, etc, shall remain the property of the owner but will be returned to them only after graduation or termination of their enrolment with the University. Students are prevented from carrying such items only on campus; thus, they must voluntarily deposit them with Security Office (Main Entrance) upon entering the University and reclaim them upon leaving the University. Otherwise, the items will be confiscated and the student penalized.

## **LIBRARY OFFENSES**

### **1. Major Library Offenses**

- 1.1 Using the ID of another person and or failure to wear ID upon entry and while inside the library.
- 1.2 Defacement and mutilation of books and other library resources.
- 1.3 Tampering of information in the computer.
- 1.4 Viewing pornographic pictures and subversive materials in the internet room.
- 1.5 Theft or abuse of library resources and equipment.
- 1.6 Vandalism, defacement or destruction of library facilities.
- 1.7 Unauthorized use of library facilities and services (Discussion Rooms, Faculty Corner, and Internet Rooms).
- 1.8 Failure to comply with a written instruction, recall, penalty or sanction as issued by the library without excuse or justification.
- 1.9 Misuse of depository area including mishandling of depository numbers.
- 1.10 Commission of three (3) minor offenses.

#### ***Disciplinary Action for any MAJOR Library Offense committed:***

- a. Cancellation of library privileges for offense no. 1.5
- b. Cost of repair will be shouldered by the individual causing damages no. 1.6
- c. Depending on the nature and severity of the offense committed, the Chief Librarian elevates the problem to the Office of Student Services and Affairs for appropriate action.

### **2. Minor Library Offenses**

- 2.1 Discussion and consultation with another person or group of persons while inside the reading areas of the library.
- 2.2 Eating, chewing bubble gum, smoking and drinking inside the library.
- 2.3 Drawing, doing spreadsheets and posters, sewing, sketching and other extra- curricular activities not related to library work.
- 2.4 Playing games installed on mobile phones, laptops and tablet PCs while inside the library.
- 2.5 Loitering inside the reading area that may disturb library patrons.
- 2.6 Moving and disarranging carrels, chairs and tables
- 2.7 Unnecessary noise and or other acts which disturb the peace and order of the library.

***Disciplinary Action for any MINOR Library Offense committed:***

***1<sup>st</sup> Offense***

- a. Oral Reprimand
- b. Written Reprimand

***2<sup>nd</sup> Library Offense***

- c. Two(2) weeks suspension of library privileges

## **LIBRARY REMINDERS**

### **3. Dress Code**

Library patrons are advised to adhere with their respective college dress code policies while inside the library.

### **4. On Security**

- Library patrons are advised NOT to charge their mobile phones, laptops and tablet PCs inside the library.
- Valuables like wallets, mobile phones, laptops, tablet PCs and calculators including umbrellas are NOT among the things to be deposited in the Depository Area of the library.

***Revised April 2013***

## **III. STUDENT ORGANIZATIONS**

Pursuant to Ministry Order No. 41, Series 1985 of the Ministry of Education, Culture and Sports, the following guidelines will be followed regarding the policies and supervision of student organizations.

The University recognizes the importance of developing creative and responsible student leaders who will eventually assume the mantle of leadership communities and in their chosen fields of endeavor. For this purpose, it seeks to encourage the formation of student groups whose initiation of student-directed endeavor is set up along social, political, recreational, cultural, religious, literary, and educational lines.

**GENERAL POLICIES** - The establishment and operation of student organizations in all colleges and universities are governed by the rules and regulations established by the Ministry Order No. 41 , Series 1985 on the Guidelines Governing Student Organizations.

**AUTHORITY TO OPERATE** - 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 Dean of Student Affairs. It is also understood that student organizations or publications that exist or operate outside the system of the school recognition shall continue to be governed by law. (Refs. MECS Order No. 41, Series 1985 and OSA Guidelines on Student Organizations and Publications). New

organizations applying for accreditation must submit to the Office of Student Affairs (OSA) the following documents for evaluation: (a) list of officers & members (at least 25); (b) adviser's letter accepting appointment (maximum of one adviser per organization) (c) duly ratified constitution and by-laws; and (d) list of proposed activities for the school year.

Old organizations applying for re-accreditation, on the other hand, must submit all of the above requirements, plus the following: (a) list of activities accomplished in the preceding year, one of which must be community service, (one for every semester); (b) complete financial statement, (c) manifesto of support for peaceful means. Each organization will only have one adviser (teaching or non-teaching). Each adviser is responsible only to one organization.

Failure to accomplish worthwhile activities as well as participation in activities undertaken without a permit or that violate school rules and regulations will mean non-reaccreditation. Additional guidelines and policies are found in the OSA Manual.

### **USC (University Student Council)**

The University Student Council (USC) is the highest student governing body of the institution composed of officers duly elected by the entire student body in the tertiary level. The USC is a popular and democratic student government that represents the voice of the general student population.

### **CSC (College Student Council)**

The College Student Council (CSC) is composed of officers duly elected by the students belonging to their particular college. The college student council is separate and independent from the USC. College-based organizations shall send one representative each to their respective College Student Council as honorary members of the Council. This is to assert the supremacy of the CSC as the highest student governing body in the College and to ensure unity and cooperation among all student groups within the College.

For more information about USC and CSC refer to the USC and CSC Constitution and by-laws.

## **3. Student Publications**

To facilitate the dissemination of information and to cultivate responsible student opinion and leadership, the University encourages campus publications whose operations are bound by the Campus Journalism Act (R.A. 7079) as well as by the rules and regulation of the University.

### **Guidelines:**

- 3.1. Student publications refer to newspapers, magazines, newsletters, etc. whether printed, mimeographed or photocopied, and published by students for campus circulation.
- 3.2. The editorial board of each student publication is chosen on the basis of competitive examination. The examination shall be scheduled on the third week of February but not later than the first week of April every school year.  
  
It shall be prepared, conducted and supervised by the committee composed of: (a) an administrator; (b) one faculty member; (c) one mass media practitioner acceptable to the Administration and the Editorial Board; and (d) two past editors.
- 3.3. OSA shall sponsor an annual journalism workshop for the staffers of all campus publications in May of the same school year. Media practitioners, faculty members, past editors and a lawyer shall be invited as resource persons.
- 3.4. An editorial board examinee must not have any failing grade (s) in the second semester of the school year.

- 3.5. Each member of the Editorial Board and staff is deemed to have no failing grade (s) in the first semester of the school year during his term. However, if he/she incurs failing grade (s), it may cause him/her demotion or termination as editorial board staff based on the editorial board's decision.
- 3.6. Each staffer should refrain from joining or affiliating with another campus publication or with any political party on campus, and from running for any elective position in the USC and CSC, in order to maintain his impartiality and journalistic integrity. A staffer (excluding contributors) who has resigned from the paper to run for office cannot return to the staff in the event of an electoral defeat, to avoid suspicion of opportunism.
- 3.7. The editor-in-chief can no longer take another editorial examination after one-year tenure is over. If he is the editor-in-chief of a College publication, he can, however, aspire for the University publication the following year.
- 3.8. The student shall not be suspended or expelled from the University solely on the basis of articles he has written, or on the basis of the performance of his duties in the publication staff. He may, however, be expelled from the staff as warranted (by the board), or be subject to lawsuit on the basis of what he has written. Conviction emanating from the lawsuit may then serve as basis for disciplinary action.
- 3.9. The Editorial board shall select a faculty adviser for the publication. His function, as specified in R.A. 7079, is to provide technical guidance.
- 3.10. College publications should be circulated within the College only while organization publications among members only, to avoid financial pressure on the specific group of students who must finance the publication.
- 3.11. To systematize the distribution of copies of the publication, class presidents may pick up the copies from a designated place for classroom distribution, to be done during vacant period or between classes.
- 3.12. The staff shall be fully and solely responsible for the materials published. All stories, articles, editorials, photographs and illustrations appearing in student publications must carry by-lines to establish accountability. Otherwise, the editor-in-chief shall be held responsible for materials appearing without credit.
- 3.13. The publication shall come out at least two issues (tabloid) within the semester (excluding summer) to justify the collections from students. Each issue should contain at least six (6) pages. The second issue shall be released one week before the final examination. Failure to comply would only mean prohibiting the publication editorial board from collecting its publication fee in the succeeding semester until the second issue is released. The number of copies per issue in the College publication corresponds to the number of students in that college.
- 3.14. The publication fee shall be determined by the editorial board in consultation with the students. The publication funds shall be deposited in a bank as evidenced by a bankbook with at least two (2) authorized signatories of the editorial staff (preferably one of whom is a faculty adviser or a personnel duly appointed by the Dean of Student Affairs). No ATM shall be allowed.
- 3.15. The editorial board shall prepare and publish the publication budget for each semester. The program of expenditures shall be based on the provisions of R.A. 7079. Violations shall be cause for administrative and/or criminal action.
- 3.16. Editors/writers are advised to uphold fairness and journalistic ethics by publishing both sides of an issue/complaint on the same page or at least in the issue (date). Columnists/opinion writers are likewise advised to ventilate all sides of an issue, giving equal space to opposing opinions if possible. All publications are encouraged to observe decency in writing.



- 3.17. The publication's unaudited statement of cash receipts and disbursement including original copies of the receipts and the bankbook, which shall show all transactions in the semester, shall be submitted to OSA within the month of the last school day of the semester. The OSA shall audit statement of cash receipts and disbursement. All unspent money shall be turned over to the new set of editorial staff; any unaccounted discrepancy shall be a basis for the start of formal investigation by the publication's grievance committee and the University Board of Discipline.
- 3.18. The statement of cash flows shall include a summary of accounting of expenses, showing the period of press work for each issue of the publication including supporting notes. Every withdrawal shall have a corresponding liquidation report, photocopies of which shall also be attached to the statement of cash flows along with the receipts.
- 3.19. Staffers shall in no way use the funds of the publication as loan, scholarships grant, or emergency fund. While the law allows the funds to be used for transportation and allowance, the statement of cash flows should show restraint and discretion and confinement of disbursement to during press work period only. To protect editorial staffers from tyranny of either the majority or the minority within the staff, a grievance committee hears and decides cases of complaint, protest and the like.

***Applications for increases in USC, CSC and publication fees shall follow this procedure:***

1. Proposal must be published and/or posted at least one month before the end of every semester of the preceding school year Proposal shall include: financial statement of the preceding First Semester; proposed budget for coming school year; including list of expenditures;
2. Consultation meetings with class presidents, USC, CSC (for publications), and CSCs (for USC) and College-based organization heads (for CSC) shall be held in the semester; however, another consultation with the class presidents may be scheduled upon their request.
3. Pertinent documents (proof of consultation, proposed budget, etc.) should be submitted to OSA prior to enrolment. College Deans should note the application of College-based student councils and publications.

**4. Grievance Committee**

The Office of Student Affairs (OSA) shall create a grievance committee to resolve internal administrative conflicts in student councils, publications and organizations provided the student group or the student body in general requests it, and provided the conflict is outside or beyond the student group's constitution and internal rules.

Composition of Grievance Committee:

- 4.1. If the problem is CSC, the grievance committee is composed of the CSC Faculty Adviser (Committee Chairperson), USC President and the College Publication Editor-in-Chief.
- 4.2. If the problem is USC, the grievance committee is of **all** CSC Chairmen, **Angelite editor-in-chief**, and the USC Faculty Adviser as Committee Chairperson
- 4.3. If the problem is a college-based organization, the committee is composed of the CSC Chairman, the organization's faculty adviser and OSA Dean as the Chairperson. If the problem is in a university-wide organization, the committee is composed of the USC President, the organizations' faculty adviser and OSA Dean as Chairperson.
- 4.4. If the problem is in a publication, the grievance committee shall be composed of the paper's Editor-in-Chief, USC President, (or CSC) Chairperson, and a Faculty member who is acceptable to both parties involved as committee chairperson. If a College Publication's Editor-in-Chief is involved in the dispute, the editor-in-chief from another publication shall be

appointed to the committee by the OSA Dean. If the Angelite Editor-in-Chief is involved in the dispute, the editors-in-chief of all college publications shall be members of the committee. The decision of the Committee is final and irrevocable.

#### **IV. STUDENTS RIGHTS AND PRIVILEGES**

Students' rights and freedoms are to be exercised with responsibility and prudence. These rights and freedoms should not be used by any student as a means to discredit the University and its members or to prevent it from performing its normal conduct of school activities.

The following rights and privileges shall be enjoyed by any bonafide student of the University:

##### **1. Right to organize among themselves**

- 1.1. Every Student enjoys freedom of organization in accordance to the law and policies of the University.
- 1.2. Every student shall not be compelled to join or not to join any particular organization
- 1.3. Organizations that expose ideas or conduct activities that are contrary to law and the policies of the University are inimical to the rights and interest of any individual, group or the entire academe, are prohibited on campus.

##### **2. Freedom of Expression**

- 2.1. Every student enjoys freedom of expression, speech and of the press; bearing in mind that freedom of expression is not absolute: any form of defamation such as slander and libel, seditious speeches are outside the protection of this right.
- 2.2. Through orderly procedure a student can appeal a grade he thinks was erroneously given to him.
- 2.3. A student can air his grievance to the college dean regarding the following unethical and unprofessional conduct of a faculty member:
  - 2.3.1. Frequent absence and/or tardiness of a teacher from his classes.
  - 2.3.2. Immoral advances, including sexual harassment, use of vulgar, or insulting, or derogatory words, of any faculty
  - 2.3.3. Coming to class unprepared to teach the lesson.
  - 2.3.4. Smoking inside the classroom during class hours
3. Right to be represented in any appropriate body on matters directly and indirectly affecting the student's rights, welfare and interest.
4. Right to Academic Freedom of students as defined and guaranteed by the Education Act of 1982.
  - 4.1. Freedom to choose his field of study subject to existing curricula and to continue his course therein up to graduation except in case of academic deficiency, or violation of disciplinary regulations and admission policies.
  - 4.2. Freedom of inquiry and freedom to be in a liberal and democratic classroom environment where a student may air his own point of view regarding a specific discussion.
  - 4.3. Freedom to propose to school authorities measures that could contribute best to the improvement

of the academic atmosphere of the classroom.

- 4.4. Freedom to quality education, i.e. quality instruction, quality facilities and quality services.
5. Right to elect his class, CSC and USC officers.
6. Right to receive copies of at least two (2) issues of the college and university publications every semester.
7. Right to see the semestral audited financial statements of publications and student councils.
8. Right to know his mid-term grades.
9. Right to receive his corrected test papers, term papers and other class requirements.

#### **DUTIES AND RESPONSIBILITIES OF A STUDENT**

1. Observe and practice at all times the rules and regulations of the University.
2. Exercise rights responsibly in the knowledge that he is answerable for any violation of the rights and welfare of other students.
3. Cooperate with all sectors of the University in the spirit of partnership towards common interests and in pursuit of the Mission Statement.

#### **V. SPECIAL PROVISIONS**

##### **1. *Supplementary Rules***

Matters not covered herein shall be governed by existing rules and regulations of the University and in default thereof, by the Manual of Regulations for Private Schools, memoranda/circulars and other issuances of the Commission on Higher Education and by existing laws.

##### **2. *Emergency Power of the President***

In case of campus emergency, as determined by the President, he/she may after consultations with Administration officials, place into immediate effect any emergency regulations, procedures, and measure deemed necessary and appropriate for the existing situation, to safeguard persons and property, and to maintain educational activities.

##### **3. *Effectivity***

This Student Handbook and all its supplements as amended which may be therefore promulgated shall take effect beginning school year 2007-2008.

Appendix A

**HOLY ANGEL UNIVERSITY**  
**Implementing Rules and Regulations for the**  
**Anti-Sexual Harassment Act of 1995 (R.A. #7877)**

## **PART I: STATE AND SCHOOL POLICIES**

**Section 1. State Policy** The State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

It is the duty of the employer to prescribe the guidelines on proper decorum in the workplace and educational institution, and to provide the procedures for the resolution, settlement or prosecution of said acts.

**Section 2. School Policy** One objective of the Holy Angel University to foster an open learning and working environment. This implies its obligation to provide an environment that is free from sexual harassment and from fear that it may occur. Since the entire academic community suffers when sexual Harassment takes place, it is the declared policy of Holy Angel University that sexual harassment is unacceptable behavior and a violation of the law and shall never be tolerated or condoned.

Violations of these policies shall result in disciplinary action, including but not limited to expulsion or termination as the case may be, without prejudice to criminal prosecution.

All members of the HAU community affected by or involved in a sexual harassment incident shall be treated with respect and given full opportunity to present their side of the incident.

Considering the delicate nature of such incidents and possible misconceptions and apprehensions, the University shall accord the respondent as much respect as the complainant, by ensuring confidentiality and due process in the investigation of the case and by punishing those who commit damaging intrigue, perjury or those who are found to have made false accusations.

## **PART II: DEFINITION OF TERMS**

**Section 1. School Personnel** This refers to all persons working for Holy Angel University, and includes the following:

1. *Teaching Staff* - actually engaged in the teaching service;
2. *School Administrators* - the school head or the chief operating officer of a school or in general, those who are duly appointed to (and occupying) a position of responsibility involved in both policy-formulation and implementation;
3. *Academic Non-Teaching Personnel* - any employee possessing certain prescribed academic functions directly supportive of teaching, such as librarians, guidance counselors, researchers, research assistants, and the like.
4. *Non-Academic Personnel* - any employee who does not fall under the definition and coverage of teaching staff, administrators and academic non-teaching personnel. The University shall be considered both as a place of study and a place of work.

**Section 2. Sexual Harassment** Sexual harassment is committed by an employer, agent of the employer, manager, supervisor, employee, instructor, coach, trainer or any other person who having authority, influence, moral ascendancy or physical superiority over another in a work/educational environment demands, requests or requires any sexual favor from another, whether or not the other person accepts the demand, request or requirement. Forms of sexual harassment include:

1. unwelcome sexual advances;
2. repeated sexually oriented kidding, teasing, joking or flirting;
3. verbal abuse of a sexual nature;
4. graphic commentary about an individual's body, sexual prowess or sexual deficiencies;

5. leering, whistling, touching, pinching or brushing against another's body;
6. displaying objects or pictures which are sexual in nature that would create a hostile or offensive environment;
7. serious physical abuses such as sexual assault and rape; persistent and unwanted attempts to change an educational or professional relationship to a personal or intimate one

**Section 3. When Sexual Harassment is Committed**

*In a school-as-a-place-of-study setting, 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 of 90 the victim is entrusted to the offender;
3. the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and/or scholarships, or the payment of a stipend, allowance, or other benefits, privileges or considerations;
4. the sexual advances result in an intimidating, hostile or offensive environment for the student / trainee / apprentice.

*In a school-as-place-of-work setting, sexual harassment is committed when:*

1. the sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of the victim;
2. the sexual favor leads to the granting of favorable compensation, terms, conditions, promotions or privileges;
3. the refusal to grant the sexual favor results in the limiting, segregating or classifying the employee in a way that will discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
4. the sexual favor or its refusal impairs the employee's rights or privileges under existing labor laws;
5. the sexual favor or its refusal results in an intimidating, hostile or offensive environment for the employee.

Sexual harassment can be verbal, visual or physical. It can be overt, as in the suggestion that a person could get a higher grade or a salary increase by submission to sexual advances. The suggestion need not be direct or explicit; it can be implied from the conduct, circumstances and relationship of the persons involved.

**Section 4. Offenders** Offenders may be those who have authority, influence, or moral ascendancy over another. Students committing sexual offenses will be charged as per provisions of the Student Manual.

**Section 5. Other Persons Liable** Any person who directs or induces another to commit or succumb to any act of sexual harassment, or who cooperates in the commission of the act, shall also be held liable under these Rules. Their penalties will be determined by the extent and nature of their involvement.

**Section 6. Sanctions** The Board shall choose from the following based on the gravity of the offense as determined by it.

- Reprimand
- Suspension
- Termination

***Progressive Discipline applies***

**Section 7. Sanctions Not a Bar to Court Action or Other Actions** Administrative sanctions shall not be a bar to prosecution in the proper courts. Any offense not falling hereunder may be referred to other school authorities for proper action.

**Section 8. Harassment Outside the Campus** The University and the Anti-Sexual Harassment Board herein defined shall take cognizance of sexual harassment cases committed by the members

of its community outside the campus and beyond classroom and office hours if the sexual favor falls under Section 3 hereof.

### **PART III: ANTI-SEXUAL HARASSMENT BOARD**

**Section 1.** Anti-Sexual Harassment Board and its Functions. An Anti-Sexual Harassment Board is hereby created. The Board shall conduct orientation, as the case may be, for employees, faculty, coaches, students, etc. to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases. The Board may form a Committee to initially determine if submitted cases merit investigation. The Committee may refer cases to the Board of Discipline, the Grievance Committee or the Anti-Sexual Harassment Board depending on the nature of the offense.

**Section 2. Composition of the Board.** The Board shall be composed of representatives of the different sectors of the University as follows:

**Chairperson..... Administrator**

**Vice Chairperson..... Administrator**

**Members..... 1 Male and**

..... **Female Faculty**

..... **1 Male and**

..... **1 Female Employee (from Rank & File)**

..... **1 Male and**

..... **1 Female Students**

..... **University Chaplain**

***The University shall appoint a Guidance Counselor to provide assistance to the alleged victim, if he/she is a student.***

### **PART IV: GRIEVANCE PROCEDURES**

**Section 1. Right to Due Process** No disciplinary sanction shall be applied upon any respondent except for cause, and after due process shall have been observed. The respondent must be afforded confidentiality during the proceedings.

**“Due process”** means:

1. The alleged offender is informed in writing of the accusation against him;
2. He is given the chance to answer the charges against him, with the assistance of counsel if desired;
3. He is informed of the evidence against him;
4. He is given the chance to present evidence on his own behalf;
5. All the evidences are considered by the Committee.

**Section 2. Written Complaint** The complaint must be in writing, under oath and must contain the following information;

1. The name (s) and address (es) of the complainant (s);
2. The name (s) of the respondent (s);
3. Narration of incident (when, where, how);
4. The name (s) of witness (es), if any;
5. Attachments of pertinent papers or documents in support of the complaint. The complaint must be filed with the Board Chairperson within two years from the commission of the offenses or from the time the threat ceases.

**Section 3. Furnishing Respondent with Complaint** The Board shall immediately furnish the offender a copy of the complaint and all its attachments, and shall direct him to submit an

answer and accompanying documents within ten (10) days from receipt thereof. The Board shall schedule the hearing on a date immediately after the given period.

**Section 4. When Victim is a Minor** When the offended party is a minor, the parents, or any adult school personnel may file the complaint for the minor.

**Section 5. Failure to Answer** If offender fails to answer in writing and under oath and submit documents (within ten days from receipt of the complaint), or fails to appear during the conference, the offender shall be deemed to have waived his right to present his evidence and the case shall be heard in his absence.

**Section 6. Confidentiality** The Board should make every effort to maintain confidentiality.

**Section 7. “Reasonable Man/Woman” Standard** In view of the fact that the perceptions of men and women may differ as to what constitutes harmless fun on one hand and offensive conduct on the other hand, the Board shall adopt a “reasonable man/woman” rather than a “reasonable person”, standard to determine whether the act is unwelcome and sufficiently pervasive to constitute sexual harassment. Under this standard, the proper focus is on the **victim’s perspective** of the given act. Thus, in a typical case, a sexual harassment complaint is proven if a reasonable man or a reasonable woman would consider the act hostile or offensive.

**Section 8. Liability of the Employer or Head of Office/University** The employer or head of office/university shall be solidarily liable for damages arising from the acts of sexual harassment committed on campus if the employer or head of office/university is informed of such acts by the offended party and no action is taken thereon within ten (10) calendar days from receipt of the complaint.

**Section 9. Written Records** Written records of cases of sexual harassment must be kept and treated with confidentiality. Therefore, the public should have no access to them except upon order of the court. All records shall be kept by the Board Secretariat.

**Section 10. Procedures** The procedures will be summary. The offender cannot invoke cross-examination as a matter of right but may be allowed to ask clarificatory questions if deemed necessary by the Board. If in the *motu proprio* opinion of the Board, no hearing is necessary then it shall issue an order to the effect and declare the case submitted for resolution.

#### ***PART V: MISCELLANEOUS PROVISIONS***

**Section 1. Preventive Suspension of Accused** Any respondent may be placed immediately under preventive suspension without pay for a period not exceeding thirty (30) days.

**Section 2. Incriminating Innocent Persons** Any member of the academic community, who shall, by perjury, incriminate or impute to an innocent person the commission of a sexual harassment act, shall be meted appropriate penalty by the Board.

**Section 3. Separability Clause** If any part or provision of the Act or any of these implementing rules and regulations be held invalid or unconstitutional, it shall not affect the effectivity and implementation of its remaining parts or provisions.

**Section 4. Repealing Clause** Any rules and regulations, orders and policies of the University which are inconsistent with any provision of the Act or with any of these implementing rules and regulations, are hereby deemed repealed or modified, as the case may be.

**Section 5. Effectivity** These Rules and Regulations shall take effect fifteen (15) days after publication and posting by the Board.

*Approved:*

**Holy Angel University, Angeles City, Philippines**

**MRS. FREDERWINDA BAUZON**  
AVP for Administrative Services

**MS. GRACELLIE SANCHEZ**  
Office Secretary

**MS. LEONOR DAYRIT**  
Prefect of Discipline

**MS. BENITA BONUS**  
HS Administrative Assistant

**MS. PURITA SISON**  
HS Assistant Principal

**MR. EDWIN DAVID**  
Chairperson, USC

**MRS. MIRABELLE LINGAT**  
President HAUTEU

**MS. ALBERTA ZINGALAO**  
HS Activities Coordinator

**REV. FR. RUSTUM TANGLAO**  
University Chaplain

**MR. FRANCISCO ADVIENTO**  
Adm. Asst. for Student Activities

**MRS. BERNADETTE M. NEPOMUCENO**  
President

Appendix B

**Republic of the Philippines  
Congress of the Philippines  
Metro Manila**

**Third Regular Session**

Begun and held in Metro Manila on Monday, the  
Twenty-fifth of July nineteen hundred and ninety four

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**(REPUBLIC ACT NO. 8049)**

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

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

**Section 1. Hazing** as used in this Act is an initiation rite of practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him to do menial, silly, foolish and similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury.

The term **organization** shall include any club or the Armed Forces of the Philippines, Philippines National Police, Philippine Military Academy, or officer and cadet corps of the



Citizen's Army Training. The physical, mental and psychological testing and training procedure 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 Philippines National Police as approved by the Secretary of National Defense and the 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 the purposes of this Act.

**SECTION 2.** No hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of such initiation. The written notice shall indicate the period of the initiation 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.

**SECTION 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.

**SECTION 4.** If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as **principals**. The person or persons who participated in the hazing shall suffer:

1. The penalty of **reclusion perpetua** if death, rape, sodomy or mutilation results there from;
2. The penalty of **reclusion temporal** in its **maximum period** if in consequence of the hazing, the victim shall become insane, imbecile, impotent, or blind.
3. The penalty of **reclusion temporal** in its **medium period** if in consequence of the hazing, the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member, shall have become incapacitated for the activity or work in which he was habitually engaged.
4. The penalty of **reclusion temporal** in its **minimum period** if in consequence of the hazing, the victim shall become deformed or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for a period of more than ninety (90) days.
5. The penalty of **prison mayor** in its **maximum 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 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 **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 nine (9) days, or that the injury sustained shall require medical attendance for 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 school or of the police, military or citizen's army training organization, may impose the appropriate administrative sanctions on the person or persons charged under this provision **even before their conviction**.

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

1. When the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;
2. When the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on this person, is prevented from quitting;
3. 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 intimidations;
4. When the hazing is committed outside of the school or institution; or
5. When the victim is below twelve (12) years of age at the time of the hazing.

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

The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were 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 principal.

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 therein.

Any person charged under this provision shall not 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.

**SECTION 5.** If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provisions thereof shall remain valid and effective.

**SECTION 6.** All laws, orders, rules or regulations which are inconsistent with or contrary to the provisions of

this Act, are hereby amended or repealed accordingly.

**SECTION 7.** This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

Approved.

**(Sgd.) JOSE DE VENECIA, JR.**  
Speaker of the House of Representatives

**(Sgd.) EDGARDO J. ANGARA**  
President of the Senate

This Act, which is a consolidation of Senate Bill no. 176 and House Bill No. 12401 was finally passed by the Senate and the House of Representatives on June 2, 1995.

**(Sgd.) CAMILO L. SABIO**  
Secretary General House of Representatives

**Sgd.) EDGARDO E. TUMANGAN**  
Secretary of the Senate

Approved: JUNE 07, 1995

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

a true copy - 08-14-95

#### Appendix C

### **Rules and Regulations for the Implementation Of Republic Act No. 7079**

#### **(Campus Journalism Act of 1991)**

(As contained in DECS Order No. 94, dated August 19, 1992)

#### Introduction

Pursuant to Section 9 of Republic Act No. 7079, otherwise known as the "Campus Journalism Act of 1991," the following rules and regulations for the effective implementation of the said Act are hereby promulgated:

#### **Rule I Title**

**SECTION 1.** Title.—This body rules shall be known as the Rules and Regulations for the Implementation of the Campus Journalism Act of 1991 or "RULES" for short.

#### **Rule II State Policy**

**SECTION 1.** Title.—Declaration of Policy—It has been declared a State policy to uphold and protect the freedom of the press even at the campus level and to 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 students concerned and promoting responsible and free journalism.

It is, therefore, the duty of all officials of the Department of Education, Culture and Sports (DECS), school/college/university heads, campus paper teacher-advisers, and personnel involved in the campus journalism program in the elementary, secondary and tertiary levels of education to support and promote the campus journalism program policies and objectives as under Republic.

Act No. 7079 and existing laws as embodied as principles in the Constitution.

### **Rule III Definition of Terms**

- SECTION 1.** Defining of Term.—For a better understanding of this Act, terms which are used therein hereby defined or explained.
- A. **School**—An institution for learning in the elementary, secondary or tertiary level composed 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 bonafide 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 standings;
  - 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 qualifies and a representative of the Parent-Teacher Association, who will determine the editorial policies to be implemented by the editor and the 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.
  - E. **Editorial Policies**—A set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as the school administration's policies. Said guidelines shall determine the frequency of publication, w\the manner of selecting articles and features and other similar matters.

### **Rule IV Student Publication**

**SECTION 1.** All educational institutions on the elementary, secondary and tertiary levels, public or private, shall be encouraged to establish a student publication.

**SECTION 2.** These shall be three categories of student publications, namely, (a) elementary level student publication; (b) secondary level student publication; and © tertiary level student publication.

Once the publication is established, its editorial board shall freely determine its editorial

policies and manage the publication's funds.

**SECTION 3.** The members of the editorial board of the tertiary level student publication shall be responsible to the school/college/university and to third parties for its decisions, actions, policies and legal consequences arising from such.

**SECTION 4. Aims and Purposes of Student Publications** - Student publications shall be utilized to train interested students in (a) the application of the communication arts in journalism; (b) the basic mechanism and technical skills in journalism; (c) the responsibilities and privileges in journalism relation with the contents of articles to be published; (d) the use of the student publication in support of the educational development of the learner/ student, the school, the community and the country; (e) train interested students in the application of the art and science of journalism for the technological advancement; (f) develop intelligent and responsible student leadership and good citizenship in a free and democratic society; (g) serve as a channel for unifying all members of the school and the community towards desirable educational and cultural development objectives; (h) serve as a pool of all learning experiences of student journalists; (i) advocate social consciousness and uphold the interests of the Filipino people; and (j) advance students' rights and responsibilities as well as promote their general welfare.

#### **Rule V Financing Student Publications**

**SECTION 1. Funding of Student Publication**— For public elementary and secondary schools, publication fees, subsidy source from savings realized from the school's appropriations, revenues from donations and grants, and advertisements shall be the sources of funding for the student publication.

For private schools, publication fees, revenues realized from donations and grants, and advertisements shall be the sources of funding for student publications. Publication fees from the students shall be collected during enrolment period.

On both public and private schools, all student publication funds shall be automatically released to the student publication staff one month after the last day of enrolment.

**SECTION 2. Preparation of Student Publication Budget** — The editorial board, with the assistance of the student publication staff, shall prepare the student publication budget for each semester/year. The budget shall be posted on the school bulletin board and published in the student publication. The budget shall include expenses for the printing costs of the student publication, transportation and needs of the staff and teacher-adviser during their work at the printing press conferences/workshops, honoraria/allowances for staffers and teacher-advisers, and other incidental expenses. Disbursements of student publications funds shall be made according to accounting and auditing regulations.

**SECTION 3. Publication Fee**

A. The editorial board, in coordination with the school administration, may provide a mechanism for the collection of publication fees from the students. The publication fee shall be determined by the editorial board in consultation with student body. In the private elementary and secondary schools, the editorial board shall determine the publication fee for each individual student in consultation with the student body. In the public elementary and secondary schools, the editorial board shall determine the publication fee for each individual student shall in no case be more than what is provided for in DECS Order No. 40, w. 1988.

B. The publication funds shall be deposited in the account of the student publication in an authorized depository bank through at least two (2) authorized signatories of the editorial board.

**SECTION 4. Printing of the Student Publication** — The printing of the student publication by a private printer shall be conducted through canvass or public bidding.

**SECTION 5. Financial Report of Expenses** — a financial report of expenses shall be prepared by the editorial board and student publication staff at the close of the school year for the elementary and secondary levels, and every semester for the tertiary level properly audited by a COA/authorized auditor for the public schools. For the private schools, a certified public accountant shall properly audit the expenditures based on the approved budget of the editorial board. Thereafter, the audited summary financial statement shall be published in the student publication at the end of the school term.

**SECTION 6. Use of Student Publication Funds** — Publication fees, savings, donations, grants and other funds collected from other sources for the student publication shall be for its exclusive use. The money collected shall not be spent for purposes other than those cited in Section 2 of this Rule. Violation of this rule by the editorial board, any student-staff, faculty-adviser, and/or school administrator/official shall be cause for administrative and/or criminal action against the violator.

#### **Rule VI Publication Adviser**

**SECTION 1. Publication Adviser** — The faculty adviser of a tertiary student publication shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the publication adviser shall be one of technical guidance.

A. In the elementary and secondary levels, the teacher-adviser exercising *special parental authority* over student staffers who are minors shall, jointly with the Parent-Teacher Association, be held fully responsible for the contents of the student publication.

**SECTION 2. Work/Advising Load** — In the public elementary and secondary schools, student publication advising task/assignment shall be considered as one (1) teaching/work load.

#### **Rule VII Selection of Staff Members**

**SECTION 1. Selection of Student Staff Members** — The selection of the chief editor and other members of the staff of the tertiary student publications shall be through competitive examinations prepared, conducted and supervised by a committee composed of a representative of the school administration, one faculty member, one mass media practitioner who is acceptable to both (school administration and editorial board) and two past editors to be chosen by the outgoing editorial board.

Secondary and elementary student publication staffers should pass a qualifying examination conducted by a committee composed of the student publication adviser, who shall act as chairperson, the past student-editor as vice chairman, one (1) faculty member, and two (2) former student-editors.

#### **Rule VIII Student Staffers**

**SECTION 1. Student Staffers** — A member of the student publication staff must maintain his/her

satisfactory academic standing in order to retain membership in the staff. A student shall not be expelled or suspended solely on the basis of articles he/she has written, or on the basis of the performance of his/her duties in the publication staff.

**Rule IX**  
**Press Conferences/Training Seminars**

**SECTION 1. Press Conferences and Training Seminars** — The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences, and training seminars/workshops in which student-editors/writer and teacher-advisers of student publications on the elementary, secondary, and tertiary levels shall participate. Such activities shall be held on 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 2. Expenses of Student Publication Staff and Their Teacher-Adviser at Press Conferences and Training Seminars** — Expenses relative to the attendance of the student publication staff and their teacher-adviser in the divisional, regional and national press conferences and training seminars shall be subsidized from student publication funds and from appropriations when funds are available.

**Rule X**  
**Tax Exemption**

**SECTION 1. 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 RA No. 7079 shall be exempt from donor's or gift tax.

**Rule XI**  
**Appropriations**

**SECTION 1. Appropriations** — For the initial year of implementation, the sum of five million pesos (P5,000,000.00) is authorized by RA No. 7079 to be charged against the savings of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

**Rule XII**  
**General Provisions**

**SECTION 1.** Department of Education, Culture and Sports (DECS) shall help insure and facilitate the proper carrying out of the Implementing Rules and Regulations of Republic Act. No. 7079. It shall also act on cases on appeal brought before it.

The DECS regional office shall have the original jurisdiction over cases as a result of the decisions, actions and policies of the editorial board of a school within its area of administrative responsibility. It shall conduct investigations and hearings on these cases and shall report its decision of each case within fifteen (15) days after the completion of the resolution of each case.

**SECTION 2.** The Secretary of Education, Culture and Sports may amend these "Rules" when there are compelling reasons for amendments provided that any amendment shall be made in consultation with the representatives of the duly recognized student journalism associations and advisers associations as well as representatives of the administration, and provided further that all amendments shall be in accordance with R.A. 7079.

**Rule XIII  
Effectivity**

**SECTION 1. Effectivity** — These Rules and Regulations implementing the Campus Journalism Act of 1991 shall take effect immediately after publication and circulation in a DECS Order to all the public and private schools in the country.

**ACKNOWLEDGEMENT**

This is to acknowledge that I have read and understood the content and substance of the Holy Angel University Student Manual. As a bonafide student, I am willing to abide by the rules and implementation specified therein. If found remiss on any score, I am fully aware that I shall be liable for disciplinary action.

I therefore, affix my signature through my own free will and without mental reservation whatsoever.

\_\_\_\_\_  
Student No.

\_\_\_\_\_  
Student's Name & Signature

\_\_\_\_\_  
Date

Parent's/Guardian's Name and Signature:

\_\_\_\_\_

*(to be detached and collected by Christian Living 1 Instructor)*