

Philosophy of Education

Godliness is the Foundation of Knowledge.

Vision

A world-class Institution of learning with a unique Christian culture of excellence,
discipline, and service to humanity

Mission

Provide quality education anchored on Christian values with the prime purpose of bringing
honor and glory to God

Goals and Objectives

1. Impart values-laden education leading to the total development of man.
2. Offer curricula responsive to the needs of the time.
3. Optimize learning through the adoption and utilization of appropriate instructional methods and resources.
4. Propel institutional development through the conduct of useful and significant researches.
5. Extend outreach services which promote self-help in the community.
6. Promote access to alternative education delivery methods.
7. Develop servant leaders among staff, faculty members, and administrators.
8. Produce God-fearing, competent, and disciplined graduates.

Office of Student Discipline

Vision

A campus environment sustained by an atmosphere of peace and order and Christian relationship of NEU community.

Mission

Develop students to become value-oriented and God-fearing, well-informed, responsible, and self-disciplined through consistent but humane and fair implementation of formative programs and services.

Goals and Objectives

1. Disseminate regularly information regarding formative programs and services toward character development.
2. Administer strict implementation of university rules and regulations.
3. Enforce disciplinary actions to erring students based on due process.
4. Maintain harmonious relationship among the students, faculty, staff and the School Administration.

NEW ERA UNIVERSITY
Office of Student Discipline
REVISED CODE OF STUDENT DISCIPLINE
FOR COLLEGE AND GRADUATE SCHOOL STUDENTS

ARTICLE I

INTRODUCTION

Section 1. NEU Philosophy of Discipline

New Era University strongly upholds that discipline is an indispensable component in advocating quality education. In doing so, NEU shall endeavor to implement sound school discipline toward character development and values formation of its constituents by implementing rules and regulations consonant to social standards and which are not contrary to the doctrines of the Iglesia ni Cristo (Church of Christ) and existing laws of the Republic of the Philippines.

Discipline is not only the punishment of wrongdoings but the promotion of good behavior and personality development. Thus, NEU shall implement two types of disciplinary measures which are the following: (1) Preventive activities, programs, and services toward intellectual development, self-discipline and the formation of Christian values and (2) Corrective or curative - disciplinary sanctions to give erring students the opportunity to be responsible for their actions. The students in turn will learn to refrain from further violating rules and regulations and to amend their ways and start anew.

Section 2. Applicability

This Code applies to all students officially enrolled in the tertiary or college level and graduate school studies of the New Era University Main campus in New Era, Quezon City and in its branches in Lipa City, Batangas; San Fernando City, Pampanga; and General Santos City, South Cotabato.

Section 3. Basis of Student Discipline

Pursuant to Section 74 of the 1992 Manual of Regulations for Private Schools, "Every private school shall maintain good school discipline inside the school campus as well as outside the school premises when pupils or students are engaged in activities authorized by the school." Additionally, Section 102 of the 2008 Manual of Regulations for Private Higher Education provides that, "an institution shall also exercise discipline authority over students outside its campus, and beyond school hours, term or year in the instances (1) where school policies or regulations were violated, and (2) where the misconduct involves or affects a student's status, or the good name and reputation of the school."

All social systems employ rules and regulations to govern the behavior of its members. This is no less true of a school system. For a school system to function properly, the conduct of pupils must conform to conditions that are conducive to learning. (Manual of Regulations for Private Schools. 7th Ed. Annotated, page 108).

The school not only had the right but the duty to develop discipline in its students. The Constitution no less imposes such duty. (Miriam College Foundation, Inc. vs. Court of the Appeals, 348 SCRA 265). The Constitution requires all schools to be responsible for shaping the behavior of students under their care. (Mamchak and Mamchak: "School Administrator's Encyclopedia" 1982 Ed.) Since the 1987 Constitution mandates "all educational institutions to teach the rights and duties of citizenship, strengthen ethical and spiritual values, develop moral character and personal discipline," schools are allowed to promulgate reasonable norms and rules of discipline to protect these objectives. (Sarmiento: "Education Law and the Private Schools". 2009 Ed.)

ARTICLE II

GENERAL RULES OF BEHAVIOR

The New Era University, established under the auspices of the Iglesia ni Cristo (Church of Christ), sustains an atmosphere conducive to effective instruction and learning, for the elevation of ethical, educational, and moral conduct. This is in harmony with the vision, mission, goals, and objectives of the school. Toward this end, the New Era University promulgated this Code of Student Discipline for the information and guidance of its students and all concerned.

Any student who violates any of the regulations herein or neglects his duties and responsibilities also set forth shall be subject to counseling and disciplinary sanctions.

For the proper implementation of these rules, all administrative officers and academic officials, members of the faculty, staff, maintenance, support service and the security department shall, in coordination with the Office of Student Discipline, assist in the enforcement of the provisions of this Code.

ARTICLE III

STUDENTS RIGHTS AND PRIVILEGES

The New Era University ensures that all students' rights shall be respected and protected. Subject to the limitations prescribed by law, school policies and regulations, the rights and privileges of every college student in NEU are as follows:

Section 1. Academic Rights

- a.** The right to pursue and acquire quality education through competent and effective instruction.
- b.** The right to express their opinion and give feedback regarding their curriculum to their respective College Deans and Program Coordinators.
- c.** The right to consult with faculty members, during the designated time and place, within the school premises, to inquire about their academic standing, as well as co-curricular and extra-curricular activities.
- d.** The right to take major examinations despite failure to comply with financial obligations with the university. This privilege is however subject to the right of the University to withhold the release and/or issuance of their school records or documents, to refuse admission and enrollment for the next semester or school term, until all accounts due are fully paid and cleared.
- e.** The right to resort to procedures for the redress of their academic and other grievances.
- f.** The right to gather opinion and conduct research in the pursuit of academic growth and development.
- g.** To pursue his course of study up to graduation, except for cause.

Section 2. Right to Information

- a.** The right to access, during university office hours, to all official public information on matters directly affecting their individual and/or collective welfare. All students shall have access to their own academic records, the confidentiality of which the school shall maintain. The aforementioned records shall only be released to the student concerned and/or to the authorized representative, and his/her parents or legal guardian (particularly if he/she is a minor).
- b.** The right to be informed of the rules and regulations promulgated by the school administration from time to time.
- c.** The right to be issued certificates, diplomas, transcript of records, grades, and transfer credentials provided that he/she is cleared of all school liabilities.

d. The right to regularly receive copies of the student publications, when available.

Section 3. Right to Express Opinion

a. Students have the right to express their opinions and disseminate information regarding University, national and global issues through written, oral, visual or electronic medium, for as long as these do not run contrary to law, public morals, safety, and welfare. They must identify themselves as authors and commentators, should they wish to circulate or publish comments and reactions on matters about their fellow students, student activities, academic and administrative policies or practices. It is the right of the intended recipient/s of the information to respond to these comments and reactions, and to give their respective explanations or justification.

b. Students have the right to publish and manage regular publications, which are in accordance with responsible journalism, the Vision-Mission of the University, and related laws. Furthermore, in consultation with the Student Affairs Office (SAO) Director, the selection of editors shall be made through competitive examinations supervised by an independent board of editors. Control or censorship of publication by SAO advisers shall be discouraged, unless content runs contrary to the standards and values upheld by the University, as reflected in its Vision-Mission.

Section 4. Right to Organize

Students have the right to organize democratic and representative student organizations for the promotion of Eran ideals and values, which shall adhere to the Vision-Mission of the University. Student organizations and government can create their own respective charters, provided that it is not contrary to the provisions of the Code of Student Activities of the Student Affairs Office. If there is none, the provisions of the Code of Student Activities shall govern.

Section 5. Right of Due Process

Students subject to disciplinary sanction shall be accorded due process. The suspension, expulsion or any other disciplinary sanction that may be taken against students shall not be valid unless the following rights have been observed and accorded the students:

a. The right to be informed in writing of the nature and cause of the accusation against them.

b. The right to confront witnesses against them and have full access to the evidence against them.

c. The right to defend themselves and to consult a counsel of their choice and be given adequate time for the preparation of their defense.

d. The right to a hearing before a designated authority or body.

- e. The right to appeal decisions of the University Disciplinary Board to the University President.

Section 6. Right Against Unreasonable Searches and Seizure

The right of students to be secure in their persons, papers and effects against unreasonable searches and seizure of whatever nature and for any purpose shall be inviolable, except in the following instances:

- a. Searches at the point of entry and departure by authorized personnel of the school;
- b. Seizure of illegal articles;
- c. Searches made when the student is suspected of attempting to commit, committing, or actual committing of a crime or a serious infraction of the school's rules and regulations;
- d. Searches made with a valid warrant; and
- e. In exigent and emergency circumstances.

Section 7. Right Against Militarization of the School Campus

The pursuit of academic excellence and the exercise of academic freedom can be attained only in an atmosphere free from fear and unreasonable restraint. Pursuant thereto, no military detachments shall be installed in the school campus. Military elements and/or policemen and school security forces shall not interfere with student activities. School officials may, however, request their presence in cases where there is disruption of normal operations due to local or national emergencies such a war, natural calamities or when the situation so require.

Section 8. Right to Access to University Facilities and Services

Students, subject to regulations and guidelines, have the right of access to school facilities, such as, but not limited to, the use of library, gymnasium, multi-purpose hall, computer laboratories, medical and dental services, housing/residential services (i.e., dormitories), and other relevant health and medical services.

Section 9. Right to Guidance and Protection

All students have the right to receive adequate protection from harm within the school premises and such other rights and privileges not contrary to the school policies and the law.

ARTICLE IV

DUTIES AND RESPONSIBILITIES OF STUDENTS

Section 1. General Behavior

Students enrolled in New Era University are expected to conduct themselves with dignity and deportment at all times, both inside and outside the University Campuses. Moreover, the students ought to know and comply with his/her duties and responsibilities, to behave properly, and respect the rights of others. The following are expected of Eran students.

- a. Students shall at all times be neat, clean and decent in their attire.
- b. Students must attend classes regularly and punctually. A student who incurs absences more than twenty per cent (20%) of the prescribed number of class or laboratory periods during the school year or term shall fail and earn no credit for the course or subject, except when for a just and reasonable ground and with the approval of proper school authority, a faculty member may exempt a student who incurs absences beyond the twenty per cent (20%) limit, provided, however, that the student is not excused from keeping up with lessons, assignments and examinations.
- c. Students are not allowed to smoke within and any area of the University and within its vicinity.
- d. Students shall at all times refrain from committing acts that may embarrass the University or bring dishonor to her name.
- e. Students shall regard their fellow students, staff and support group, the faculty members, the administrators and guests of the University with respect.
- f. Students shall abide by all the existing rules and regulations, policies and procedures, memoranda and resolutions issued by the University and its administration, including the provisions of this Code.

Section 2. School Attire

- a. During school days, students are strictly required to wear the current and complete school uniform prescribed by the University, which includes the wearing of proper school closed shoes. Alterations to the standard cut and design of the prescribed uniform are likewise prohibited. The uniform must be worn the way it was designed to be worn.
- b. Students with no classes during school days but with official school business are mandated to wear their proper uniform (i.e. conduct library research, demos, seminars, trainings, and transactions with any of the departments or offices.) Civilian attire will only be allowed provided with a permit from the College Dean and Office of Student Discipline. Student in civilian attire must wear their school ID and abide by the guidelines on wearing decent civilian clothes.

c. College student may apply for uniform exemption in case of certain exceptional circumstances, such as but not limited to: student who are working, or enrolled in practicum and/or internship or pregnant. Application for uniform exemption shall be processed with the Office of Student Discipline upon submission of certain document and with the recommending approval of their respective Department or College;

d. College students enrolled in a Physical Education (P.E.) subject must wear the prescribed P.E. uniform during P.E. class time only, Wearing of P.E. uniform, other than during P.E. class time, is strictly prohibited.

e. Students are allowed to wear decent civilian clothes during Saturday and Summer Terms and/or when enrolled in programs where no uniform is prescribes (i.e., in the School of Graduate Studies, College of Law, LET units, and TESDC). They must however adhere to the conventions of good grooming and standards of decency. The following are considered attires offensive and are prohibited to be worn within school premises:

- Blouses or dresses with any of the following design of style: backless, halter cut, low cut or plunging neckline, sleeveless, narrow shoulder straps, spaghetti straps, tube-style, see-through, and/or hanging or inappropriate length;
- Shorts of any style, such as but not limited to short pants, skirts, bicycle shorts, culottes, city shorts, pedal pusher or log shorts; Leggings, leggings, skinny jeans and/or pants, tattered jeans and/or pants; capri pants; mic
- Transparent attires with no appropriate undergarment;
- Mini-skirts and micro mini-skirts; dress of bra
- Slippers of any kind and regardless of brand;
- Sandals of any kind and regardless of brand, including thong and wedge sandals;
- Shirts with sex or offensive symbol, Sando shirts, tattered shirts; and Other attire which are deem offensive to the sensibilities of the University community;

f. Male student must observe decent/proper haircut set by the school administration, to wit: bangs should not exceed eyebrow, ears are exposed and the hair does not touch back collar of shirt.

Section 3. University Identification (ID) Card

The official NEU Identification Card is the validated ID Card within the current academic year thereof. An invalidated and/or outdated school ID shall not be accepted.

a. Students must wear and display their school ID at all times within the school premises with the prescribed strap/lace, and shall present it to any person in authority upon demand.

b. In case of loss of school ID, the student who loses his/her school ID must immediately apply for a replacement, following the procedure established by the Registrar's Office;

c. Students with no classes, but with official school business (i.e., conduct library research and transactions with any of the departments or offices), may do so, provided that they wear their school ID and abide by the guidelines on wearing decent civilian clothes aforementioned.

d. Tampering and/or defacing of school ID in any manner is strictly prohibited. Any tampering and and/or defacing of school ID shall invalidate it as a means of identification. It shall be replaced, at student's expense.

ARTICLE V

OFFENSES AND SANCTIONS

Section 1. Sanctions for Major Offenses

Pursuant to Sec. 77 of the 1992 Manual of Regulation for Private Schools and Sec. 106 of the 2008 Manual of Regulations for Private Higher Education, the following disciplinary sanctions for major offenses or serious violation of school regulations may be applied upon an erring college student:

4. Suspension. Suspension is a penalty in which the school is allowed to deny or deprive an erring pupil or student of attendance in classes for a period not exceeding twenty percent (20%) of the prescribed class days for the school year or term.

The decision of the school on every case involving the penalty of suspension which exceeds twenty percent (20%) of the prescribed school days for a term shall be forwarded to the CHED Regional Office within ten days from the termination of the investigation of each case for its information.

Preventive Suspension. A student under investigation of a case involving the penalty of expulsion may be preventively suspended from entering the school's premises if the evidence of guilt is strong and the school head is morally convinced that the continued stay of the student during the period of the investigation constitutes a distraction to the normal operation of the school or poses a risk or danger to the life of persons and property in the school. The power to impose preventive suspension is granted to the University President, as declared in Section 3 of Article VI of this Code.

5. Non-readmission. A penalty that allows the institution to deny admission or enrollment of an erring student for the school term immediately following the term when the resolution or decision finding the student guilty of the offense charged and imposing the penalty of non-readmission was promulgated. Unlike the penalty of

exclusion, the student is allowed to complete the current school term when the resolution for re-admission was promulgated. Transfer credentials of the erring student shall be issued upon promulgation, subject to other provisions of the Manual of Regulations for Private Higher Education

6. Exclusion. Exclusion is a penalty in which the school is allowed to exclude or drop the name of the erring pupil or student from the school rolls for being undesirable, and transfer credentials immediately issued. A summary investigation shall have been conducted, and no prior approval by the Department is required in the imposition of the penalty.

The decision of the school on every case involving the penalty of exclusion from the rolls, together with all the pertinent papers therefore, shall be filed in the school for a period of one year in order to afford the Department the opportunity to review the case in the event an appeal is taken by the party concerned.

7. Expulsion. Expulsion is an extreme penalty on an erring pupil or student consisting of his/her exclusion from admission to any public or private school in the Philippines and which requires the prior approval of the Chairman of the Commission. This penalty may be imposed for acts or offenses involving moral turpitude or constituting gross misconduct, which are considered criminal pursuant to existing penal laws.

The institution shall forward a complete record of the proceedings to the Regional Office concerned within ten (10) days from the termination of the investigation of each case.

8. The other major disciplinary sanctions which may likewise be meted out to any erring student are the following:

- Disqualification from receiving honors at graduation.
- Disqualification, suspension or withdrawal of privileges (discounts, scholarships, organizations and athletic team membership).
- Withholding of academic records, including, but not limited to diploma and certificates; and
- Other penalties which may be set forth in university regulations.

Section 2. Sanctions for Minor Offenses

The disciplinary sanctions which are meted out to any erring student for minor offenses are the following:

- a. Suspension for not more than three (3) days;
- b. Rendering of student service;
- c. Written apology to the aggrieved/offended party;
- d. Issuance of written promissory note to comply with regulations;
- e. Payment of the value of the property destroyed/damaged/lost or its replacement;
- f. Regular rehabilitation counseling/seminar by the Guidance Services;
- g. Oral or written warning/reprimand from the person in authority (Discipline Officer, faculty member, University staff);
- h. Payment of fines;
- i. Restitution of property damaged; and
- j. Other penalties which may be set forth in university regulations.

Section 3. Offenses with Corresponding Sanctions

OFFENSES	SANCTIONS
A. Pertaining to Uniform & Physical Appearance	
<ol style="list-style-type: none"> 1. Not wearing the prescribed uniform. 2. Entering the campus without the official school ID worn with the official ID strap and not appropriately displaying this within the school premises. 3. Violations of policies on wearing decent civilian attire (Article IV, Sec.2(d)). 4. Wearing of P.E. uniform, other than during P.E. class time. 5. Atrocious/extremely inappropriate haircut, hair color and/or appearance; violation of policies of haircut (Article IV, Sec. 2 (e)). 6. Folding of sleeves of female college uniforms, except in canteen, laboratories, 	<p>FIRST OFFENSE Warning/Verbal Reprimand</p> <p>SECOND OFFENSE Written Warning with student issuing promissory note to comply with regulations.</p> <p>THIRD OFFENSE Rendering 20 hours student service and/or attendance in seminar or workshop relevant to specific violation.</p> <p>SUCCEEDING OFFENSE Additional 5 hours student service for every</p>

<p>restrooms, and the like.</p> <p>7. Wearing and/or sporting of the following:</p> <ul style="list-style-type: none"> - Earring/s on male students in any part of face and/or body. - Multiple earrings on female students. - Caps, hats, and other head coverings inside classroom and along the corridors. - Printed and colored undershirts. - Inappropriate color of contact lenses. 	<p>succeeding violation, which can accumulate up to 50 total hours of student service.</p> <table> <tr> <td>OFFENSE</td><td>AFTER</td></tr> <tr> <td>ACCUMULATING</td><td>50</td></tr> <tr> <td colspan="2">HOURS SANCTION</td></tr> </table> <p>MAJOR OFFENSE, matter to be endorsed to University Board of Discipline (UBD) for appropriate sanction, but with corresponding recommendation of respective disciplinary officers.</p>	OFFENSE	AFTER	ACCUMULATING	50	HOURS SANCTION	
OFFENSE	AFTER						
ACCUMULATING	50						
HOURS SANCTION							
<p>8. Sporting of Tattoos</p>	<p>Depending on breadth and extent of tattoo coverage, a student may be subject to NON- ADMITTANCE. If not, student concerned must issue a written promise not to add to his/her existing tattoo. Violation of said promise is considered a MAJOR OFFENSE, matter to be endorsed to UBD for appropriate sanction, but with corresponding recommendation of respective disciplinary officers.</p>						

B. Misbehavior and Campus Disturbance	
<p>1. Bringing in and/or possession of gambling paraphernalia.</p> <p>2. Spreading gossip</p> <p>3. Displaying unruly behavior, such as, but not limited to:</p> <ul style="list-style-type: none"> - Throwing any object on a gathering. - Misconduct inside the classroom or within school premises, such as shouting, whistling, heckling, raucous, unrestrained laughter, loud talking and insulting classmates, teachers and administration. - Disrupting classes by loitering and by creating noise or any disturbances in the corridors, stairways, and immediate vicinities and classroom, especially during class periods. - Disturbing/disrupting authorized practices and performances, symposia, lectures. <p>4. Causing panic or confusion</p> <p>5. Loud and disturbing arguments</p> <p>6. Bus misbehavior</p> <p>7. Falsely activating the fire alarm system</p> <p>8. Littering</p>	<p>FIRST OFFENSE</p> <p>Written Reprimand with student issuing letter of apology and promise to comply with regulations; restitution, if applicable. (In case of no. 1, also confiscation of gambling paraphernalia).</p> <p>SECOND OFFENSE</p> <p>Rendering 20 hours student service and/or attendance in seminar or workshop relevant to specific violation.</p> <p>THIRD OFFENSE</p> <p>MAJOR OFFENSE, matter to be endorsed to UBD for appropriate sanction, but with corresponding recommendation of respective disciplinary officers.</p>

<p>9. Parking rules violations</p> <p>10. Smoking and/or bringing in of cigarettes within school premises and even beyond as provided by barangay/city regulations.</p> <p>11. Possessing, viewing, displaying, sending, creating, copying or distributing pornographic or foul and malicious materials in whatever form or means inside the school premises.</p> <p>12. Uttering or using of offensive, lewd and indecent words or phrases which contain sexual undertones/overtones.</p> <p>13. Public Display of Affection, including but not limited to the following acts:</p> <ul style="list-style-type: none"> - Sitting/lying on the lap of another person - Embracing - Kissing - Massaging any body part of another person; - Holding/touching any delicate body of another person. - Suggestive, vulgar or indecent poses. - Partners staying in dark, inconspicuous yet public places. - Other forms of PDA with sexual overtones. 	<p>FIRST OFFENSE</p> <p>Rendering 20 hours student service and/or attendance in seminar or workshop relevant to specific violation.</p> <p>SECOND OFFENSE</p> <p>Suspension for 3 school days or 30 hours student service.</p> <p>THIRD OFFENSE</p> <p>MAJOR OFFENSE, matter to be endorsed to UBD for appropriate sanction, but with corresponding recommendation of respective disciplinary officers.</p>
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<p>14. Reckless driving within the school premises</p>	<p>FIRST OFFENSE</p> <p>Suspension for 3 school days or 30 hours student service (with temporary ban of vehicle from entry within a specific period)</p> <p>SECOND OFFENSE</p> <p>Suspension or non-readmission for one semester (with temporary ban of vehicle from entry within a specific period)</p> <p>THIRD OFFENSE</p> <p>Exclusion (with perpetual ban of vehicle from entry.) Non-readmission for one semester or more to Exclusion</p>
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C. Disrespect	
<p>1.Willful disobedience or gross disrespect in words, gestures, signs or deeds, in whatever medium, which places any member of the faculty, school administration, staff, personnel, another student/s, or visitor in ridicule, humiliation or disrepute.</p> <p>2.Defaming a fellow student, teacher, professor, or any of the University, authorities or its agents.</p> <p>3.Publishing or circulating false information about the University, its officials or faculty members and staff.</p> <p>4.Possessing and/or distributing subversive or libelous publications, writings or other materials.</p>	<p>FIRST OFFENSE</p> <p>Suspension for 3 school days or 30 hours student service.</p> <p>SECOND OFFENSE</p> <p>Suspension or non-readmission for one semester.</p> <p>THIRD OFFENSE</p> <p>Exclusion</p>
<p>5.Disrespecting, refusing and disregarding arrest, summons and notices of personal appearances before persons in authority (i.e., administrators, administrative employees, disciplinary officers, faculty members and security guards).</p> <p>6.Refusal to submit oneself to reasonable inspection conducted by school authorities.</p> <p>7.Refusal to present school ID, upon demand, to any persons in authority.</p>	<p>FIRST OFFENSE</p> <p>Written reprimand with corresponding letter of apology; and in no. 5, default in notice and hearing.</p> <p>SECOND OFFENSE</p> <p>Suspension for 2 school days or 20 hours student service.</p>

	<p>THIRD OFFENSE MAJOR OFFENSE, matter to be endorsed to UBD for appropriate sanction, but with corresponding recommendation of respective disciplinary officers.</p>
<p>8. Failure to claim the confiscated ID, as provided in Article VI, Sec. 4(c) of this Code.</p>	<p>FIRST AND SUCCEEDING OFFENSES Ten (10) hours student service and additional five (5) hours for every succeeding day of non- claim which can accumulate up to 50 total hours of student service.</p> <p>OFFENSE AFTER ACCUMULATING 50 HOURS SANCTION MAJOR OFFENSE, matter to be endorsed to University Board of Discipline (UBD) for appropriate sanction, but with corresponding recommendation of respective disciplinary officers.</p>

D. Destruction and Vandalism	
<p>1. Defacing and tampering of school ID</p>	<p>FIRST OFFENSE Verbal reprimand with corresponding letter of apology. ID must be replaced, at student's expense.</p> <p>SECOND OFFENSE Suspension for 2 school days or 20 hours student service.</p> <p>THIRD OFFENSE MAJOR OFFENSE, matter to be endorsed to UBD for appropriate sanction, but with corresponding recommendation of respective disciplinary officers.</p>
<p>2. Damage or destruction of property belonging to the university or to any third person or entity found within school premises.</p> <p>3. Defacement, vandalism, tagging or using graffiti on university buildings and/or property.</p>	<p>FIRST OFFENSE Suspension for 2 school days or 20 hours student service and restitution, if applicable and possible.</p> <p>SECOND OFFENSE Suspension or non-readmission for one semester.</p> <p>THIRD OFFENSE Exclusion</p>

<p>4. Removing of official notices and posters from the bulletin boards without authorization.</p> <p>5. Unauthorized alteration or erasure of official announcements.</p> <p>6. Posting any written or printed materials or posters without the approval of SAO.</p> <p>7. Tearing off of pages or defacing any reading materials (I.e., library book, magazine, periodicals).</p> <p>8. Destroying any school devices, gadgets, and equipment.</p>	<p>FIRST AND SUCCEEDING</p> <p>Written Reprimand with student issuing letter of apology and promise to comply with regulations; restitution, if applicable.</p> <p>SECOND OFFENSE</p> <p>Rendering 20 hours student service and/or attendance in seminar or workshop relevant to specific violation.</p>
9. Reckless driving within the school premises which resulted to injury or damage to property.	Suspension or non-readmission; restitution, if applicable; without prejudice to the filing of appropriate charges in court; perpetual ban of vehicle from entry.
10. Arson	Exclusion or expulsion; restitution, if applicable; without prejudice to the filing of appropriate charges in court.

E. Dishonesty	
1. Plagiarism	<p>Non-readmission for one semester or more to</p> <p>Expulsion, without prejudice to filing of appropriate charges in court.</p> <p>THIRD OFFENSE</p> <p>Exclusion</p> <p>* For second and third offense, sanctions enumerated under Article V, Sec.1(e) may be used, discretion of UBD.</p>
<p>2. Cheating in any form, including but not limited to the following acts:</p> <ul style="list-style-type: none"> - Possession of notes or any materials relative to the subject matter of the examination, quiz or test during said examination, quiz or test, when the student 	<p>FIRST OFFENSE</p> <p>Failing grade in the examination, quiz, test or work.</p> <p>This matter to be endorsed by teacher to respective disciplinary officer for issuance of a written reprimand with student issuing letter of apology and/or promissory note to comply with regulations</p>

<p>actually uses it.</p> <ul style="list-style-type: none"> - Possession of notes or any materials relative to the subject matter of the examination, quiz or test during said examination, quiz or test, even when student did not use them, provided that the teacher specifically demands the clearing of these things beforehand. - Deliberately looking at and/or peeking in a seatmate's examination paper. - Copying from or tolerating another to copy from one's examination paper. - Conversing during examination, quiz or test relative to the subject matter of the examination, quiz or test. - Having somebody take the examination, quiz or test, for and on his/her behalf (in which case, both students shall be liable). - Submission of any work, (i.e., assigned report, term paper, case analysis, reaction paper, and the like), which was copied from another person. - Dictating answers to the one subject to a graded recitation. - Bringing out and/or operating cell phone or other communication/electronic devices, during examination, quiz or test, regardless of whether student actually uses them or of purpose. - Causing the leakage of examination questions and/or possession of the same. 	<p>SECOND OFFENSE</p> <p>Failing grade in the examination, quiz, test or work and suspension for 3 school days or 30 hours student Service</p> <p>THIRD OFFENSE</p> <p>MAJOR OFFENSE, matter to be endorsed to UBD for appropriate sanction, but with corresponding recommendation of respective disciplinary officers.</p> <p>For third offense, sanctions enumerated under Article V, Sec. 1(e) may be used, discretion of UBD.</p>
<p>3. Other forms of dishonesty:</p> <ul style="list-style-type: none"> - Making false representation and/or announcement that tends to put in disrepute or 	<p>FIRST OFFENSE</p> <p>Suspension for 3 school days or 30 hours student service.</p>

<p>cause damage to the university and anything/one connected with the university.</p> <ul style="list-style-type: none"> - Fraudulent use of Identification card, Certificate of Matriculation, and library card, including but not limited to: willful possession of two or more IDS, COM and/or library card; lending, borrowing and using someone else's ID, COM and/or library card. - Unauthorized solicitation of contribution, in money and/or in kind. - Unauthorized bringing out of any school property beyond authorized access and/or outside school premises. - Misappropriation of or failure to account for funds of the university or any recognized organization therein. 	<p>SECOND OFFENSE Suspension or non-readmission for one semester.</p> <p>THIRD OFFENSE Exclusion</p>
<p>4. Forgery and falsification or tampering of official records and documents of any kind, issued by the university and authorized agents.</p> <p>5. Securing or using forged school records, forms, and document of any kind, issued by the university and authorized agents, including Identification card, Certificate of Matriculation, and library card.</p> <p>6. Lying, misrepresenting and other perjurious acts committed during formal investigation or administrative hearings.</p> <p>7. Theft and/or possession of stolen personal property or papers.</p> <p>8. Extortion</p> <p>9. Bribery, giving of gifts of whatever kind or value and/or faculty, in exchange for benefits, academic or otherwise.</p>	<p>Non-readmission for one semester or more to Expulsion, without prejudice to filing of appropriate charges in court.</p>

F. Misuse of IT	
<ol style="list-style-type: none"> 1. Accessing a college or school computer network without or beyond authorized access. 2. Introducing false information or preventing authorized use of information. 3. Preventing normal operation of computers and/or school computer network. 4. Sending offensive mail/messages; 5. Altering information; damaging or destroying information. 6. Computer password disclosure. Disclosing password or similar access information to a computer network of the college or any institution to which the school has authorized connection knowing that the disclosure has no written approval from the person in authority. 7. Violating the rules of the university's official website. 8. Uploading of classified or uncensored video/photo that may cause damage to the reputation of the university. 	<p>FIRST OFFENSE Written reprimand with student issuing letter of apology and/or promissory note to comply with regulations; and Suspension for 3 school days or 30 hours student service.</p> <p>SECOND OFFENSE Suspension or non-readmission for one semester.</p> <p>THIRD OFFENSE Exclusion</p>

G. Violence, Harassment, Indecency and Immorality	
<ol style="list-style-type: none"> 1. Bullying; including but not limited to physical, verbal and psychological threats, intimidation and/or violence against fellow student. 2. Affray; engaging in brawls on or off campus; involving oneself in physical fights and/or acts of violence; Inflicting or causing physical injuries on another; and any other acts of hooliganism. 3. Harassment, intimidation, provocation of any kind that results to heated verbal or physical confrontation between students and/or groups of students on or off campus. 	<p>FIRST OFFENSE Written reprimand with student issuing letter of apology and/or promissory note to comply with regulations; and Suspension for 3 school days or 30 hours student service.</p> <p>SECOND OFFENSE Suspension</p> <p>THIRD OFFENSE Non-readmission for one semester or more to Exclusion; without prejudice to the filing of appropriate charges in court.</p>

<ol style="list-style-type: none"> 4. Assaulting, threatening to commit and/or committing physical abuse, harassment against school officials, faculty member and/or staff personnel. 5. Acts of Sexual Harassment committed by persons with moral ascendancy in training setting, which may be in any of the following form: <ul style="list-style-type: none"> - Physical (physical contact or malicious touching; sexual and amorous advances; unwelcome, improper or any unnecessary gestures of sexual nature; any other suggestive expression or lewd remarks). - Verbal, such as request or demand for sexual favors or lurid remarks. - Use of objects, pictures, letters, or written notes with bold persuasive sexual underpinnings which create a hostile, offensive, or intimidating work or training environment, which is annoying or disgusting to the victim. 6. Possession and/or bringing in within school premises of firearms of any kind or other deadly weapons, harmful chemicals and explosives; and/or threatening to use such weapons/explosives to harm somebody/thing. 7. Engaging in obscene or lewd behavior, and/or any gender related inappropriate acts or behaviors; Acts of Lasciviousness. 8. Involvement in or have caused the publication or distribution of any pornographic materials (either acting as a model/subject, sales agent, sponsor, technical crew, and the like). 	<p>Non-readmission for one semester or more to Exclusion; without prejudice to the filing of appropriate charges in court.</p>
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H. Gambling	
<ol style="list-style-type: none"> 1. Reported and proven engaging in any form of gambling done within and beyond school premises. 	<p>FIRST OFFENSE Written reprimand with student issuing letter of apology and/or promissory note to comply with regulations; and Suspension for 3 school days or 30 hours student service.</p> <p>SECOND OFFENSE Suspension or non-readmission for one semester.</p> <p>THIRD OFFENSE Exclusion</p>

I. Drunkenness, drug or substance abuse	
<ol style="list-style-type: none"> 1. Bringing in liquor inside school premises and/or within the vicinity of the school. 2. Entering school premises under the influence of liquor or drug of any amount or dosage; drunkenness and disorderly behavior. 	<p>Non-readmission for one semester or more to Exclusion; without prejudice to the filing of appropriate charges in court.</p>
<ol style="list-style-type: none"> 3. Using, possessing, distributing, selling or offering to sell narcotics or dangerous drugs/substances inside school premises and/or within the vicinity of the school. 	<p>Exclusion to Expulsion; without prejudice to the filing of appropriate charges in court.</p>

J. Demonstration as a means to redress grievances	
<ol style="list-style-type: none"> 1. Instigating, inciting, leading, giving active support in any form or manner, or bringing into the school premises unauthorized demonstration, illegal strikes or similar concerted activities, disrupting or leading to stoppage of classes, presentations or gatherings. 2. Preventing or threatening any student or school personnel from entering the school premises or attending classes or discharging their duties in connection with the unauthorized demonstration, illegal strikes or similar concerted activities. 	Non-readmission for one semester or more to Expulsion; without prejudice to the filing of appropriate charges in court.

K. On Fraternities, Sororities and Hazing	
<ol style="list-style-type: none"> 1. Forming, joining, participating any unrecognized and unauthorized organization, fraternity or sorority. 2. Recruiting any student to join any such unrecognized and unauthorized organization, fraternity or sorority. 	Non-readmission for one semester or more to Exclusion.
<ol style="list-style-type: none"> 3. Hazing (Violation of the Anti-Hazing Law) or any act of initiation causing injury to an individual, for the purpose of admission or continuance of membership or as a disciplinary sanction in any organization, society or group whether such is recognized of not, overt or covert, and whether or not such acts results in death, physical disability, insanity, or psychological disturbance. 	Exclusion to Expulsion; without prejudice to the filing of appropriate charges in court.

L. Conviction for a Crime	
<ol style="list-style-type: none"> 1. Conviction by final judgment by proper court for any criminal offense, especially for crimes of moral turpitude. 	Exclusion

M. Others	
<ol style="list-style-type: none"> 1. Other disorderly behavior or misconduct that may endanger or threaten the health or safety of an individual in the school premises, or that may adversely affect the student's welfare as members of the academic community. 2. Violations of any statutes and regulations of CHED, the University, the Manual of Private Higher Education and Manual of Regulation for Private School, not otherwise stated in this Code. 	<p>To be endorsed to UBD for appropriate sanction, but with corresponding recommendation of respective disciplinary officers. The sanction to be imposed shall, at all times, depend upon the gravity of the violation.</p>