



PUP STUDENT HANDBOOK

2019 REVISED EDITION

The Student Handbook is published by the
Office of the Vice President for Student Affairs and Services

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Polytechnic University of the Philippines

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THIS HANDBOOK BELONGS TO:

PUP STUDENT HANDBOOK

2019 REVISED EDITION

FOREWORD

The PUP Student Handbook is a compendium of information on student concerns and interests.

This work serves as an enduring landmark of the PUP community, reflecting the external and internal substance of life in the academe.

The Handbook also echoes the sounds and nuances of learning, including the code of conduct, scholastic standards, cultural and religious guidelines, and such other policies and directives that lend distinction to PUP as a fount of knowledge and skills.

Prefaced by the PUP philosophy, vision, and 8-point agenda, the PUP Student Handbook is a veritable gateway to students' holistic development.

MESSAGE

Motivating our students to grow is like planting seeds of virtues and knowledge that are reaped at a perfect time. Patience, hard work, and a special set of skills are needed in order for these seeds to germinate and be rightfully sown. Central to this growth is the guidance that the entire academic community provides so that fruits of labor are harvested for the benefit of today's generation and of the future.



One of the most important factors that motivate students is the integrity that is exhibited by a proactive support group which in this case is composed of the officials, faculty, and administrative staff. This is why the Polytechnic University of the Philippines worked towards the creation of this Student Handbook where students' as well as the administration's rights, roles and responsibilities are specified and made transparent to maintain orderliness and commitment among all members of the University.

As an outcome of a rigorous committee work based on consultation, transparency, and respect, this handbook shall guide the processes and be the basis of decisions concerning the students. And while it may be a ready reference for academic resolutions, this handbook is an evidence of how much the University values its students and how much it is willing to provide just to see them reach their anticipated potential.



EMANUEL C. DE GUZMAN, PhD
President



MESSAGE



The Office of the Vice President for Student Affairs and Services is pleased to present to you the 2019 Revised Edition of the PUP Student Handbook. This serves as your road map as you journeyed your way through your college life. The rigid committee work undertaken to update and upgrade the Handbook reflects an important change in the University's policies, procedures, rules and regulations. This does not only balance your rights as students, it also promotes these rights based on the accepted norms observed and practiced in the University.

The revision of the handbook was made not only to synchronize its content with Republic Act No. 10931 or The Universal Access to Quality Tertiary Education Law that provides free tuition and other fees to state and local universities and colleges. Likewise, it included provisions that safeguard and protect the welfare of the students such as those culled from the anti-hazing law and policies and procedures in the conduct of mandatory random drug testing.

The Handbook also identifies various student services which you can avail as bonafide students of our Sintang Paaralan. You are encouraged to take advantage of these services and facilities to enhance your learning and self- development. You are expected to carefully read and make the most out of this Handbook.

I extend my sincerest acknowledgement to all the members of the Committee and students who tirelessly shared their knowledge and effort in the revision of the Student Handbook. For all the efforts of the previous members of the the committee headed by the former Vice President for Student Affairs and Services, Dr. Herminia E. Manimtim, my sincerest gratitude.



ZENAIDA R. SARMIENTO, DEM

Vice President for Student Affairs and Services

PHILOSOPHY OF PUP

As a State University, the Polytechnic University of the Philippines believes that education is an instrument for the development of the citizenry and for the enhancement of nation-building. It believes that the meaningful growth and transformation of the country are best achieved in an atmosphere of brotherhood, peace, freedom, justice and a nationalist-oriented education imbued with the spirit of humanist internationalism.

VISION

Clearing the paths while laying new foundations to transform the Polytechnic University of the Philippines into an epistemic community.

STRATEGIC OBJECTIVE: 8-POINT AGENDA

1. Pursuing academic excellence through disciplinary integrity
2. Embedding a culture of research
3. Insuring transparency and participatoriness in giving rewards and sanctions
4. Modernizing and upgrading of physical facilities, equipment, library, and campus development
5. Reconceptualizing academic freedom
6. Institutionalizing civil society engagement and involved Extension Service Program
7. Assuring transparency in fiscal responsibility
8. Assessing institutional processes and reviewing critically and rationally the organization

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TITLE 1

THE PUP EDUCATION***Background of the Polytechnic University of the Philippines****History*

The Polytechnic University of the Philippines (PUP) started as the Manila Business School (MBS) on October 1, 1904. It was founded in response to the demand to train individuals for government and private service employment. The MBS operated as part of the City School System under the superintendence of G.A. O'Reilly.

The school's first offerings included vocational-technical courses mostly for working students from the provinces. Four years later, the school became a national school and was renamed the Philippine School of Commerce (PSC). PSC offered four-year secondary courses in Commerce in addition to vocational-technical courses like bookkeeping, stenography, typewriting and telegraphy. In 1917, PSC under the leadership of its Acting Principal Luis F. Reyes, started to offer night classes to enable the young people with daytime employment acquire further training. However, due to the retrenchment policy of the government in 1932, the night school had to be discontinued, and the PSC operations had to be merged with that of the Philippine Normal School and the Philippine School of Arts and Trades in 1933.

In 1940, President Manuel L. Quezon, in his graduation address, vowed to seek appropriations from the National Assembly to build a separate School of Commerce while Congressman Manuel A. Alazarte and PSC Superintendent Luis F. Reyes presented a bill to Congress for the said purpose. These efforts though, were thwarted when World War II broke out. After the war, PSC continued to offer one- and two-year courses in retailing, merchandising, and four-year course in distributive arts education while still merged with PNS, until PSC Superintendent Luis Reyes applied for the acquisition of its own place to the Philippine Alien Property Administrator through AMalacañang and the Department of Foreign Affairs. Two old government buildings at Lepanto and S.H. Loyola Streets in Sampaloc District of Manila were turned over for the exclusive use of the PSC.

The notable performance of its graduates who were hired by both public offices and the private companies of the post-war era led to the broadening of course offerings which included undergraduate courses in commerce and allied fields. In 1952, by virtue of Republic Act 778, PSC became the Philippine College of Commerce (PCC) with a thrust in business and commerce. In 1955, PCC received the recognition from the Business Writers Association of the Philippines as "The Business College of the Year." In the years 1956 to 1961, Prof. Pacifico A. Velilla and Atty. Victor Dela Torre assumed their respective offices as PCC presidents succeeding Pres. Luis Reyes.

In 1962, Dr. Nemesio E. Prudente took over as PCC President. The Prudente presidency was another period of further institutional growth with the offering of more liberal arts and cultural courses; installation of the Certified Public Accountants Review Class; the introduction of the scholarship, student assistantship and public relations programs; codification of the school's rules and regulations; and the launching of the Faculty Journal. Faculty promotion was likewise rationalized. School spaces correspondingly expanded with the assignment of a 10-hectare lot in Taguig and the Mabini Campus site in Sta. Mesa, Manila for PCC use.

The rise of the nationalist movement in the country especially in school campuses in the late 1960's gave more impetus to the realization of the progressive vision and goals of President Prudente for PCC. Student participation in the school's decision-making was made possible with the appointment of president of the Supreme Student Council as member of the Board of Trustees. The adoption of RA 6980 in 1968 paved the way to PCC's offering of social sciences such as Bachelor of Arts and Master of Arts. Nationalist-oriented student publications, writers' alliances, cultural groups, and political mass organizations of faculty and students were encouraged and supported by the administration in recognition of academic freedom. PCC's high-profile involvement in the nationalist movement was used as justification of the Marcos administration to include Prudente among the first targets of its crackdown on prominent anti-Marcos figures in 1972 and throughout the martial law era.

With Narciso Albaracin as Officer-in-Charge in 1972 followed by Isabelo T. Crisostomo in 1973 and Dr. Pablo S. Mateo in 1977; curricular and structural changes were implemented. The Faculty of Arts and Sciences was abolished (it was re-established in 1976) and other faculties were re-organized. The new offerings included courses in technology and techno-business, Bachelor of Business Administration and General Administration, and Masters Programs in Public Administration and Economics. Short courses were strengthened and became degree courses. A branch in the

Bataan Export Processing Zone was established in 1975. New facilities were constructed such as the gymnasium and other sports facilities, the Center for Skills and Rural Industries Development and the PUP Pylon. By the end of the 70's decade, the transformation of the school from being a college to be the first polytechnic university in the country was achieved. The passage of Presidential Decree 1341 in 1978 provided for the conversion of PCC into a chartered state university and its renaming as the Polytechnic University of the Philippines (PUP).

As a polytechnic university, there were further broadening of course offerings, re-structuring and establishment of new academic and administrative units, and expansion of physical facilities and territories. In addition to the offering of more graduate and undergraduate programs under new disciplines were the creation of the Institute of Technology, establishment of more branches and satellite campuses in the different Luzon provinces in partnership with local government units, and expansion of external linkages through consortia and signing of memorandum of agreement with both local and foreign educational and development institutions.

Ferdinand Marcos' martial rule ended with the triumph of the EDSA People Power in 1986. Upon release from detention, Prudente was re-installed as PUP President. With the [In this] resumption of his presidency and through the three decades that followed with the leadership of his successors, namely Dr. Zenaida A. Olonan (1992-1997), Dr. Ofelia M. Carague (1998-2002), Dr. Samuel M. Salvador (as Officer-in-Charge from 2003-2004), and Dr. Dante G. Guevarra (2005-2011), the institution pursued its pioneering and pro-people development perspectives. The Open University was established and nontraditional study programs both in the undergraduate and graduate school levels were offered. New programs and faculties included Sociology; Philosophy; Political Science; Cooperatives; Civil, Mechanical, Computer, Computer Engineering, Electronics and Electrical Engineering; Education; Hospitality and Transportation Management; and Chemistry among others.

PUP closed the century and welcomed the new millennium with a vigorous computerization program and the establishment of the PUP Information Technology Center. The launching of the Student Information System made PUP one of the first state universities to have computerized admission and registration of students. In 2011, PUP was awarded by the Professional Regulatory Commission as the Third Best Performing School in Nutrition and Dietetics. The research, publications and extension tasks of PUP were strengthened by the establishment of research centers in various disciplines and the adoption of the University Research Agenda as enshrined

in the University Research Manual. Memoranda of Agreement with external partners for engagements and linkages were likewise forged towards more usefulness of researches and expertise of the faculty to the communities and society in general.

In 2012, Dr. Emanuel C. De Guzman was appointed PUP President and became the first PUP alumnus to hold the top university position. Under his administration, even more remarkable strides in the academics (including performance in the licensure examinations), research and extension were recorded. Majority of the academic programs have passed Levels 2 and 3 accreditation by the Accrediting Association of Chartered Colleges and Universities of the Philippines (AACCUP). Survey ratings of industries with regard their preference for PUP graduates continually rose. For two consecutive years, in 2015 and 2016, PUP graduates were rated the most preferred by employers.

In 2017, the University boasts of 92 academic programs offered in the main campus, nine branches and thirteen satellite campuses. True to its mandate, the University has touched the lives of thousands of Filipino families in urban and rural communities. It is committed to persistently soar high in pursuit of excellence and responsiveness of its academic and non-academic programs in the name of service to the nation.

It was also in the same year that PUP intensified applied research, advanced studies, and progressive leadership in varied fields. Aside from offering ladder-type higher vocational, distance learning (open university system), technical and professional programs in the area of business and distributive arts, education and the social sciences related to the fields of commerce, business administration and other polytechnic areas, it further expanded its platforms by accommodating senior high school students in the advent of K to 12 program.

The year 2018 highlighted the desire of PUP to continuously improve as a significant academic community. In the same year alone, the student enrollment throughout the campuses and branches reached an all-time high at 120,000 plus. Moreover, the number of graduates increased drastically which was at least 3,000 greater than the previous school year. This was due to the emergence and growing popularity of Senior High School in the University. In terms of accreditation, PUP was regarded as the top Internal Quality Assurance Unit (IQAU) and the SUC with the second most number of programs accredited by the Accrediting Agency of Chartered Colleges and Universities in the Philippines (AACCUP) in 2018. It was also during this time that the University received its ISO 9001:2015 certification by AJA Registrars as a result of the collective efforts by the students, faculty, employees, and administrators in improving the systems in the University.

From being a small college for potential office clerks and technicians, to becoming a comprehensive university, PUP has perpetuated its place in the Philippine academic community, earning its deserving label as Tanglaw ng Bayan (*the light of the nation*). Today, it is recognized as the country's biggest contributor of human resources at various levels of work, in diverse fields both in public and private bureaucracies and is most preferred by employers over traditional top-notch universities to hire graduates from for the past three years.

As the Tanglaw ng Bayan, [light of the nation] the Polytechnic University of the Philippines beacons hope for the future leaders of this country. Being the President of the University, Dr. Emanuel C. De Guzman is honored to be given the opportunity to be of service to this institution, conveying integrity and pride. This administration along with its most committed manpower has always been extra resilient in contributing to stakeholders and in leading the academe by upholding practices leading to civil society involvement, critical approach to disciplines, and embedding a culture of research. Most importantly, the PUP academic community has come to embrace change—in paradigm and actions—as the core bearer of progress, development, and eventual transformation to being an institution that produces, deploys, and manages knowledge; thus, becoming an *epistemic community*.

Declaration of Principles

The Polytechnic University of the Philippines hereby adopts and declares the following basic principles:

1. The University shall contribute at all times to the attainment of national development goals as it must be an instrument for the development of citizenry and for the enhancement of nation-building.
2. The University shall promote the democratization of access to educational opportunities by all sectors of the national community.
3. The University shall help accelerate the socio-economic development of the countryside by ensuring that tertiary education is within the reach of deserving members of rural communities.
4. The University shall promote and maintain the building of a self-reliant and egalitarian society through a relevant, quality and total University education.
5. The University shall at all times encourage the students and faculty in the pursuit of applied and useful knowledge.

6. As a University, it shall generate research that shall help maximize institutional development and support national development thrusts.
7. The University commits to promote scientific consciousness and develop relevant expertise and competence, stressing their importance in building a truly independent and sovereign Philippines; emphasize the unrestrained and unremitting search for, and defense of truth as well as the advancement of moral and spiritual values; promote awareness of our beneficial and relevant cultural heritage; develop, promote and maintain in the students and faculty self-discipline, nationalism, and social consciousness, and the need to protect and defend human rights; provide the students and faculty with liberal arts-based education essential to broaden understanding and appreciation of life and to the total development of the individual; make the students and faculty conscious of applied technological, social as well as politico-economic problems and encourage them to contribute to the nationalist industrialization and overall socio-economic development of the country; and develop, use, nurture, improve and propagate the national language and other Philippine languages, and ensure proficiency in English as well as other languages required by/of the students' field of specialization.
8. To fulfill the foregoing commitments, the University shall foster high quality campus environment, broaden opportunities for the intellectually-qualified and/or scientifically-inclined students through school fees within the reach of even the socio-economically disadvantaged students; strive to promote the welfare of its members through the improvement of salary levels, security of tenure and through scholarships, training and development programs, better working conditions, as well as the rational use of time and resources; undertake vigorous efforts toward institutional linkages, particularly in the areas of common concern like training and retraining, equipment and audio-visual use, and other existing, modern and applied technological advancement; strengthen research, publication, and creative works; model quality management and fiscal responsibility; improve sense of community involvement and linkages; institutionalize principles of academic freedom and responsibility; promote academic excellence in student/faculty performance nationally and internationally; value and enrich cultural heritage, integrate information and communication technology with instructions, research, service and production; evaluate wholesome living and

working environment for faculty, employees, and students; and strategize and institutionalize income-generating projects.

9. To formulate and implement new and relevant curricula and, at the same time, supplement curricular activities with carefully-planned co-curricular interests and undertaking.
10. To emphasize on the need to improve indigenous Philippine science, technology and research; and to stress, above all, continued and regular improvement of the contents and quality of PUP education together with orienting course offerings toward sustaining Filipino manpower requirements and entrepreneurial needs.

Shared Values

- God-Fearing
- Love for Humanity and Democracy
- Collegiality
- Integrity and Credibility
- Transparency and Accountability
- Passion for Learning
- Patriotism
- Humanist Internationalism

Mandate

Presidential Decree No.1341 has mandated the PUP to expand the program offerings of the University to include courses in polytechnic areas and has also given the University the authority to expand diametrically through the establishment of branches, consortia and linkages.

The Governance of PUP

The governance of the University is vested in the Board of Regents (BOR). The administration and exercise of its corporate powers are vested exclusively in the BOR. At present, the BOR of PUP is composed of the following: the Commission on Higher Education (CHED) Chairman/Commissioner as Chairman; the President of the PUP as Vice Chairman and the members: the Chairman of the Senate Committee on Education, Arts and Culture; the Chairman of the Committee on Higher and Technical Education of the House of Representatives, Congress of the Philippines; the Regional Director of the National Economic Development Authority (NEDA); the Regional Director of the Department of Science and Technology; the President of the University Faculty Federation; the President of the University Alumni Federation; two

(2) prominent citizens who have rendered notable accomplishments in their profession; and the President of the Supreme Student Council or the student representative elected by the student council of the University.

The University has two councils: (1) *Academic Council*; and (2) *Administrative Council*. The Academic Council is composed of the President of the University as Chairman and all professors (assistant, associate, and full) of the University as members. It is empowered to prescribe curricula and rules of discipline subject to the approval of the BOR. It shall determine and fix requirements for University admission, retention and graduation, and recommends candidates for graduation to the Board. The Council also exercises disciplinary power over students of the University within the limits prescribed by the rules of discipline approved by the BOR. The Administrative Council is composed of the President of the University as Chairman and the vice presidents, directors, deans and other officials of equal rank as members. This council is, likewise, entrusted to recommend policies governing the administration, management and development programs of the University as approved by the Board.

The PUP Logo



The star in the logo stands for the perfection of the human person as well as the search for truth, while the five concentric circles depict infinite wisdom.

Both the five-pointed star and the five concentric circles stand for quintessence, which is the highest form of quality or the most perfect example of creation.

The star is golden yellow not only because this is a star's natural color but also because together with the dark maroon used as background, it is the traditional color of the University. The five concentric circles are white as a symbol of purity.

Imno ng PUP

(Komposisyon nina Siegfredo Calabig, Susan Roldan, at Raffy Amaranto)

Sintang Paaralan, tanglaw ka ng bayan
Pandayan ng isip ng kabataan
Kami ay dumating na salat sa yaman
Hanap na dunong ay iyong alay.
Ang layunin mong makatao
Dinarangal ang Pilipino
Ang iyong aral, diwa, adhikang taglay
PUP, aming gabay
Paaralang dakila
PUP, pinagpala.

Gagamitin ang karunungan
Mula sa iyo, para sa bayan.
Ang iyong aral, diwa, adhikang taglay
PUP, aming gabay
Paaralang dakila
PUP, pinagpala

TITLE 2**STUDENT RIGHTS****Section 1. Fundamental Rights**

1.1 Education is a right. It is the responsibility of the State to provide quality and accessible education. Thus, it is the responsibility of the State to support and give priority to education as a basic right of all citizens.

1.2 Right to Admission and Non-discrimination. No student shall be denied admission to nor be expelled by the school on account of his/her physical disability, socio-economic status, political or religious beliefs, sexual orientation, or membership in student organizations; neither shall pregnant students, nor certified reformed drug abusers be deprived of such privilege. No student shall be punished with disciplinary action and be denied services, scholarships and other privileges on account of the same.

1.3 Every PUP student has the right to be safe, and to be free from actions, and omissions that endanger safety and peace of mind. He/She must be free from any mental or physical threats, torture, force, violence, hazing, intimidation and all other means which vitiates the student's right to be safe within the University. Also, the student has a right against being held in secret, incommunicado, or in similar forms of solitary detention.

1.4 Right to competent instruction and relevant quality of education. Every student has the right to competent instruction and quality education relevant to his/her personal and cultural development and that of the nation.

1.5 Every student has the right to be treated with dignity and respect at all times by all members of the PUP community and within PUP campuses.

1.6 Every student shall enjoy, within the confines of the University, the freedom of opinion, of speech, and of expression. They should also enjoy right of access to media in their respective activities. They shall also have the right to print, circulate, and/or mount leaflets, newsletters, posters, wall news, petitions, and other such materials. School authorities shall ensure the provision of facilities such as bulletin boards for the mounting of the aforementioned materials subject to existing rules and regulations.

1.7 Students shall have the right to accurate information about matters directly affecting their interests and welfare inside the University. They shall be informed of duly approved rules and policies defining and governing proper conduct and the system of sanctions and consequences that are in place. University officials and officers of student governments are obliged to present periodically in public, reports detailing the state of their respective offices.

1.8 A student is entitled to prompt correction of his or her official records if an error is found and duly proven.

1.9 Students shall have the right to be informed and consulted regarding all tuition and other fee increase.

Section 2. Academic Rights

2.1 Every PUP student has the right to receive competent instruction and relevant quality education. Therefore, the University shall ensure that:

2.1.1 faculty members are available during consultation hours specified in their teaching assignment.

- 2.1.2 faculty members submit the final grades of their students within the submission deadlines specified in the academic calendar.
- 2.2 Students are entitled to sufficient course information, academic advice, and general guidance from faculty, staff, fellow students, and other members of the University, in order to make wise decisions regarding their training.
- 2.3 Students must be informed, in formal writing, of the academic standards that will be applied in any course of study for which they are enrolled in. Within the first week of the semester, the instructor must provide students with the full course description, the learning objectives, the course requirements, the evaluation method, deadlines and academic consequences, and acceptable academic collaboration.
- 2.4 Every student shall have fair access to adequate University services and facilities. The libraries of PUP shall be open to students and non-students alike, in accordance with duly-approved University rules and regulations.
- 2.5 Students shall be guaranteed of academic freedom to the extent that they may pursue independent inquiry that is free from unwarranted interference and influence, and to express contrary opinions and points of view.

Student's academic freedom shall consist of, but not limited to, the following:

- 2.5.1 conduct research in connection with academic work, and to freely discuss and publish their findings and recommendations;
- 2.5.2 conduct inquiry on curricular and extracurricular activities within the campus and in appropriate circumstances;
- 2.5.3 choose a field of study for research, and to pursue the quest for truth, as well as to express their opinion on any subject of public or general concern which directly or indirectly affects the students or the educational system;
- 2.5.4 invite off-campus speakers or resource persons to student-sponsored assemblies, fora, symposia, and other activities of similar nature;

- 2.5.5 express contrary interpretations or dissenting opinions inside and outside the classroom;
 - 2.5.6 participate in the drafting of new curriculum, and in the review or revision of the old;
 - 2.5.7 participate in the drafting and/or revision of the student handbook which shall include the school rules and regulations, with copy of which to be furnished the student upon admission to the school; and,
 - 2.5.8 freely discuss and criticize university and national policies.
- 2.6 Every student has the right to fair, transparent, and objective evaluation of his or her academic performance based on duly-approved standards of excellence.
- 2.7 Every student must be given the opportunity to evaluate objectively the faculty performance and course delivery, curriculum of degree program, and course syllabus without fear of reprisal.

Section 3. Representation Rights

- 3.1 Students are free to establish and run structures of self-governance, mechanisms for advocacy, and systems of decision-making that protect and promote their democratic rights and welfare. To this end, the University shall support and facilitate the creation and operation of student councils and student publications.
- 3.2 Students must be duly represented in decision-making, policy-making, and adjudicatory bodies as well as provide opportunity to participate in or influence the governance of the University. They shall have the right to examine existing school policies, initiate appropriate amendments, and appeal decisions of policy-making bodies that affect student interests and welfare. In all policy matters, the University shall uphold the principle of collective decision-making and due process.
- 3.3 Students are free to form, assist, join, or participate in organizations, societies or alliances in the University, in pursuit of common interests and lawful goals. Students have the right to create and decide independently the rules on membership, policies, and actions of the group.

- 3.4 Student membership or non-membership to any organization with lawful goals should not be a basis for admission to or expulsion from the University.
- 3.5 Students have the right to use needed University facilities for programs and activities subject to prevailing University rules and regulations. The University shall designate and provide proper student centers that shall be jointly managed by the University and student government.
- 3.6 The production of student publication shall be subject to existing accounting and auditing regulations. School authorities shall not unduly sanction editors, managers, and writers of campus press and media due to editorial policy or content disapproval or disagreement with any other PUP stakeholder.
- 3.7 Students must be free to air and seek redress of grievances.

Section 4. Right to Organize and Right of Association

- 4.1 Right to organize and right of association. The right of students to form, assist, join and actively participate in any campus organizations, unions, societies, nationwide youth groups, alliances or federations, for purpose not contrary to law shall not be abridged.
- 4.2 Right to hold activities. The rights of organizations to conduct activities inside and outside campus for purposes not contrary to law shall not be reduced.
The school administration shall provide space for the offices of student organizations within the premises of the school. Furthermore, the school administration shall allow student organizations to use school facilities free of charge subject to the existing policies of the University.

Section 5. Procedural Rights

- 5.1 Every student has the right to due process and to the integrity of the administrative procedures.

- 5.2 University policies or regulations, especially those that are penal or analogous in nature, shall be enforced prospectively.
- 5.3 Students are entitled to prompt and proper resolution of cases.
- 5.4 Students have the right to appeal all decisions of the University while exhausting all possible administrative remedies in accordance with the PUP Charter and its implementing rules and regulations.

Section 6. Other Rights

- 6.1 Student shall not be denied entry to the University provided that he/she sufficiently presents proof that he/she is a bona fide student of the school.
- 6.2 Students with outstanding fees shall have the right to take an examination. Nevertheless, such students shall be subject to the right of the school to suspend enrollment and/or to withhold the release or issuance of their school clearance prior to their graduation until all prior delinquencies are fully paid.
- 6.3 The University shall protect the students against militarization within the school campus except the ROTC. The pursuit of academic excellence and exercise of academic freedom can be attained only in an atmosphere free from fear and unreasonable restraint. Pursuant thereto, no military detachment or personnel shall be installed inside the school premises.

6.4 Right to Express

- 6.4.1 Every student has the right to express his/her sexual orientation, gender identity, and expression.
 - 6.4.2 Right to hold exhibition of talents. Students have the right to showcase their talents in culture and the arts.
 - 6.4.3 Every student has the right to articulate their ideology. Students must respect other's perspective and ideology to attain harmony.
- 6.5 Right to avail of University Services. The students have the right to avail of the University services; for this purpose, all offices shall strive to inform the students of the services available.

TITLE 3

GENERAL REGULATIONS

Section 1. The regulations of PUP as set forth in this Handbook are formulated to ascertain orderliness necessary in the pursuit of knowledge, to guide the students in attaining the best possible quality of work required of them, and to ensure their desirable deportment.

Section 2. Every PUP student is expected to observe and abide by all policies and regulations of the University; thus, he/she is committed to uphold these rules and regulations.

Section 3. Every PUP student is an extension and reflection of the University. Henceforth, whether on- or off-campus, he/she is expected to be a model of the highest norms of behavior befitting a true scholar, a future professional, and a respectable citizen.

Section 4. Students are expected to know the philosophy, vision and mission of the University, the meaning of its logo, and the Imno ng PUP.

Section 5. He/She shall observe and respect the laws of the land, the standards of organized society, the code of conduct, and rules and regulations of the University.

Section 6. He/She shall, in words and in deeds, observe the usual norms of courtesy and etiquette in all areas of interpersonal relationships with all members of the University community.

Section 7. He/She is expected to show respect and deference to all members of the academe including visitors in the campus.

Section 8. Students are expected to cooperate in classroom procedures, as well as in keeping clean and orderly classrooms, corridors, walls, boards, furniture, equipment, the campus premises and the structures and other facilities therein. Students shall not post or inscribe offensive or indecent language in the form of graffiti.

Section 9. Students shall not display boisterous or unbecoming behavior, and rude actions that tend to disrupt and disturb the teaching-learning process.

Section 10. Students are encouraged to attend activities that are sponsored by the University, college, department, and/or campus/branch.

Section 11. Students are not allowed to stay inside the University premises beyond curfew time (10PM to 6AM), Sundays (except for NSTP/ROTC classes), holidays, or when classes are suspended.

Section 12. In case where there is no registered parent/guardian to sign a permit or any other document of a student, the student shall be the only authorized person to sign.

Section 13. Only offices of the University shall use the name, logo, and seal of the University. Students, as individuals or groups, shall not be allowed to use the name and logo of the University without the recommendation of the activity adviser/chairperson, and the approval of the duly authorized University Official. This applies to printed programs, invitations, announcements, letters, tickets, and the like.

TITLE 4

CODE OF CONDUCT

To ensure an atmosphere conducive to the pursuit of academic excellence and the formation of responsible and productive Filipino citizens, as well as to maintain the order necessary for the common good, every PUP student shall strictly abide by the following University rules and regulations.

Section 1. He/She shall observe the following guidelines on the use of the official identification card (ID).

- 1.1 Upon admission to the University, every PUP student is issued an official ID card which must be validated by the concerned College at the start of every term.
- 1.2 Students shall wear their ID conspicuously at all times while inside the campus.

Section 2. A PUP student proven to have violated the foregoing rules on ID and registration certificate shall be subject to disciplinary measures as specified in Title 9, Code of Discipline of this Handbook or as determined by the Director of Student Services. Any of the following shall be considered a violation of the foregoing rules:

- 2.1 failure to secure ID on time due to late filing of application;
- 2.2 failure to bring validated ID and non-presentation of currently validated registration certificate at the Security Post;
- 2.3 failure to conspicuously wear validated ID inside the Campus;
- 2.4 loss of ID without justifiable cause;

- 2.5 use of fake ID;
- 2.6 use of non-validated ID;
- 2.7 use of another person's ID; and
- 2.8 lending of one's ID for use of another person.

Section 3. In no case shall the ID and registration certificate be confiscated from a student unless ordered by the Student Disciplinary Board (SDB). However, if a student is caught in the act of violating any of the rules and regulations of the University, any concerned University personnel may demand for his/her ID for proper identification and reporting to concerned authorities without confiscating the same.

Section 4. In the implementation of the guidelines on the use of ID/ registration certificate, utmost courtesy is expected at all times.

Section 5. PUP students may dress up according to their individual taste, but they are required to adhere to the conventions of decency and proper grooming.

Note: In cases where a Department/College/Branch/Campus would have a uniform, this must be approved by at least the majority of the students, and noted by the College/Branch/Campus Student Council President and the Dean/Director. However, it should not be made compulsory and should not be taken against the students in any form.

Section 6. Every PUP student is prohibited from smoking, drinking alcoholic beverages, gambling, taking prohibited drugs, or engaging in any unlawful activity while inside the University premises.

Section 7. The student should not destroy or deface any structure, classroom, facility, equipment, or any other property of the University.

Section 8. Accredited student organizations and student councils may be allowed to use school facilities for their meetings, seminars, conferences, cultural presentations, athletic activities, and the like, subject to the PUP Guidelines on the Use of University Facilities.

Section 9. Any student who wishes to participate in any activity outside the campus as a representative of the University shall comply with the existing guidelines on the conduct of off-campus student activities.

Section 10. Students who intend to release to the press or similar channels of public communication notices and other announcements concerning University activities must secure a written clearance from the University

President as endorsed by the Director of the Communication Management Office (CMO).

Section 11. Students who invite guests from outside (e.g. guest lecturers, speakers, seminar participants, viewers of exhibits, and the like) are required to obtain prior approval from the Director of Student Services or his/her duly authorized representative by submitting letter of request indicating the name of visitors, purpose of visit, and expected date and time of arrival. The approved request together with the accomplished form shall be forwarded to the Security Office for information and appropriate action.

Section 12. Students' educational tours, field visits / trips, and other similar activities, shall be subject to existing guidelines on off-campus activities.

Section 13. Students and/or student organizations shall not engage in any fund-raising activity without the necessary approval of the authorized University official/s and without complying with the existing guidelines on fund raising.

Section 14. Students who violate the aforementioned rules and regulations shall be meted with corresponding disciplinary measures as stated in Title 9 - Code of Discipline of this Handbook.

TITLE 5

ACADEMIC REGULATIONS, PROCEDURES AND SERVICES

Section 1. *Schedule of Fees and Payments*

- 1.1 The educational expenses of PUP students are borne by the State as stipulated in RA 10931. The University charges a fixed amount per unit/hour. Laboratory fees may vary according to the laboratory subject.
- 1.2 Information regarding tuition and other fees may be found in the PUP Website, or may be secured from the Accounting Office - Student Services Section.
- 1.3 Compulsory collection of fees on books, manuals, modules, tickets, and the like which is not approved by the Board of Regents is strictly prohibited.

Section 2. Scholarship and Financial Assistance

- 2.1 On the basis of academic performance and exemplary abilities and skills, the University grants scholarships (entrance, resident, and special grants), as well as financial assistance (service grant-in-aid, student loan, and work-study plan or student assistantship) to deserving students. These students are given incentive equivalent to total assessed fees, either full or partial.
- 2.2 Information regarding scholarships and financial assistance is available at the Scholarship and Financial Assistance Services (SFAS).

Section 3. Registration and Cross-Registration

- 3.1 Only students who are officially enrolled shall be allowed to attend classes.
- 3.2 A student is considered officially enrolled when his/her registration certificate has been issued by the Office of Admission Services / Registrar of Branches and Campuses / Registrar of Open University / Registrar of Institute of Technology
- 3.3 No student shall be registered later than the date specified in the University calendar.
- 3.4 A student of the University may be authorized by the concerned Dean/Director and given permission by the University Registrar to cross-register in another accredited institution of higher learning if the subject/s in which he/she needs to enroll during a given term is/are not offered in the University.

Section 4. Academic Load

- 4.1 In general, one academic unit is equivalent to at least fifty four (54) lecture hours or the corresponding laboratory hours.
- 4.2 No undergraduate student shall be allowed to take more than the number of units in each semester as specified in his/her curriculum except for graduating or academically outstanding students with general weighted average of at least 1.75 in the previous regular semester except summer term and certified

by the College Dean. A maximum of additional nine (9) units may be given to them.

- 4.3 A transferee, shiftee, returnee, or a student with back subjects is allowed to enroll in maximum of two (2) subjects during summer term.
- 4.4 A graduating student is allowed to take two (2) Physical Education (PE) courses in his/her last semester.
- 4.5 As a general rule, no student shall be allowed to take any subject until he/she has satisfactorily passed the prerequisite subject/s. However, a student may be allowed to simultaneously enroll in co-requisite subjects under any of the following conditions subject to recommendation of the Dean and approval of the Vice President for Academic Affairs:
 - 4.5.1 when the prerequisite is a repeated subject;
 - 4.5.2 when the student has superior scholastic standing; and
 - 4.5.3 when the student is graduating at the end of the school term.

Note: A student is considered graduating if he/she is completing all academic requirements during his/her last semester.

Section 5. Changing of Classes, Substitution and Dropping of Subjects

- 5.1 The student shall accomplish Application for Change of Enrollment (ACE) Form which can be downloaded from the PUP website for approval of the Chairperson/Dean and for submission to the Registrar's Office.
- 5.2 Changes in Subject/Section/Schedule or adding/dropping of subject should be done within the adjustment period specified in the University Calendar and must be approved by the Dean/Chairperson.
- 5.3 Tagging of change in subject or schedule should be processed by the respective Department. After tagging, the student should check his/her SIS account to verify if the change in subject or schedule is reflected.

- 5.4 No substitution shall be allowed for major and mandated subjects prescribed in the curriculum except when, in the evaluation of the Chairperson of the Department offering the prescribed subject, the proposed substitute is substantially equivalent in content to the required subject. The Dean shall recommend such substitution for approval of the Vice President for Academic Affairs.
- 5.5 Substitution of subject/s may be authorized if a curriculum has been superseded by a new one. In case of curricular revision, the student follows the curriculum he/she was enrolled in upon admission.
- 5.6 Substitution should
 - 5.6.1 involve subjects within the same department if possible, and if not, the substitute subject must be allied to the one being substituted;
 - 5.6.2 be between subjects of the same number of units; and
 - 5.6.3 be recommended by the Dean of the College/Institute or Director of the Campus/Branch offering the subject for approval by the VPAA.

Section 6. *Classification of Students*

6.1 According to admission status:

- 6.1.1 Freshmen – Students admitted through the PUP College Entrance Test (PUPCET), have not enrolled in any academic college subject prior to their enrolment in the University, and have submitted to the Admissions and Registration Services all the documents required for formal acceptance in PUP
- 6.1.2 Resident students – Bonafide students including those who are not officially enrolled and by virtue of their approved written petition for leave of absence (LOA) may be considered for re-admission provided their LOA did not exceed (1) academic year
- 6.1.3 Returning Students (Returnees) – Students considered for readmission depending on their previous scholastic performance, the availability of slots, and must have complied with all other requirements for readmission
- 6.1.4 Transferring Students (Transferees) - (a) From a PUP

Branch/Campus – Students admitted as transferees upon the recommendation of the Branch Director depending upon the availability of slot and their compliance with all the requirements for admission; and (b) From Another School – Students admitted as transferees depending on the availability of slots provided they have met all the academic and admission requirements set by the University

- 6.1.5 Re-enrolling Baccalaureate Degree Holders – Students who may be admitted to a post-baccalaureate program or any other special program of the University depending on the availability of slots and the approval of the College Dean and Office of Admission Services
- 6.1.6 Cross-enrollees – Includes students from PUP Branch/Campus enrolling of subject/s in PUP Main Campus or other Branch/Campus and students enrolling subjects offered in other programs

(For detailed information, please see Admission Policies and Requirements Brochure or visit the PUP Website.)

6.2 According to academic load, students enrolled in the University are classified as follows:

- 6.2.1 Regular student – one who is registered for formal academic credits and who carries the full load required in a given semester by his/her curriculum
- 6.2.2 Irregular student – one who has deficiency/back subjects
- 6.2.3 Special student – one who is not earning formal academic credits
- 6.2.4 Special-needs student – PUP gives importance to the following modified educational facilities and equipment, as minimum requirements, for special students needing special education.
 - a. For persons with visual impairment – sensory and tactile materials, Braille books and record materials, Braille writing, painting and reading machines, orientation and mobility equipment.
 - b. For persons with hearing impairment – group or individual hearing aids, speech trainers, tape recorders and speech or language kit containing auditory and language training materials.

- c. For persons with orthopedic handicaps – the requirements stipulated under *Batas Pambansa Bilang* 344, otherwise known as the Accessibility Law, shall be complied, including the provision of adjustable desks or chairs and adopted physical education apparatuses.

Other types of learners with special needs or those with behavioral problems including autism, those with learning disabilities, and those with multiple handicaps-instructional devices and equipment for behavior modification, perceptual motor training, daily living skills, language and speech and cognitive skills development (Based on CHED Memo 30, s. 2009, CHED Memo No. 9 s.2013 “Enhanced Policies and Guidelines on Student Affairs and Services”, RA 7277 Magna Carta for Person with Disabilities and RA 9442 – An Act Amending Republic Act No. 7277, Otherwise Known As The “Magna Carta For Disabled Persons, And For Other Purposes”).

See PUP Policy and Guidelines for Students with Disabilities (appendix 1, page 74)

6.3 According to year level, students enrolled in the University are classified as follows:

- 6.3.1 Freshman – one who is on the first year of his/her curriculum, or who has not finished the prescribed subjects of the first year of his curriculum, or 25% of the total number of units required in his/her entire course
- 6.3.2 Sophomore – one who is on the second year of his/her curriculum, or who has satisfactorily completed the prescribed subjects for the first-year level of his/her curriculum, or has finished more than 25% but less than 50% of the total number of units required in his/her entire course
- 6.3.3 Junior – one who is on the third year of his/her curriculum, or who has completed the prescribed subjects for the first- and second-year levels of his/her curriculum or has finished more than 50% but less than 75% of the total number of units required in his/her entire course

- 6.3.4 Senior – one who is on the fourth year of his/her curriculum, or who has completed the prescribed subjects for the first, second, and third year levels of his/her curriculum or has finished 75% or more of the total number of units required in his/her entire course
- 6.3.5 Fifth year – in the College of Engineering or College of Architecture and Fine Arts, a student who is on the fifth-year level of his/her curriculum is considered a senior if he/she has completed at least 80% of the curricular requirements.

Section 7. *Attendance*

- 7.1 Students are required to attend all classes starting with the first meeting of every subject. Non-attendance in any of the required class or academic activity constitutes an absence.
- 7.2 A student shall be considered absent from class if he/she is not present after the first thirty (30) minutes of the scheduled class time.
- 7.3 Three incidences of tardiness shall be considered as one absence from class.
- 7.4 Any student who has incurred absence from the class must, whenever required by the faculty member concerned, shall obtain an excuse slip from the Office of the Counseling and Psychological Services (OCPS).
- 7.5 Absence duly authorized in writing by the University by reason of officially representing the University to certain function or affair shall be excused. The Dean/Chairperson/ or Director/ Academic Head shall inform the faculty member/s concerned.
- 7.6 Absence due to illness may be excused if the student submits a medical certificate issued by the University Medical Office, or any other physician provided that in the latter's case, the medical certificate shall be authenticated by the University Medical Office and presented to the Office of the Counseling and Psychological Services (OCPS) for the issuance of an excuse slip.
- 7.7 Excused absences are for time missed only. All works covered by the class during the student's absence will have to be made up by the student within a reasonable period of time.

- 7.8 Three successive unexcused absences shall be reported by the faculty member concerned to the Director of the Office of the Counseling and Psychological Services (OCPS) who shall call for the student and notify his/her parents or guardian.
- 7.9 A student who has been absent for at least 20% of the total class hours in one subject for the semester shall be automatically dropped from the class roll.
- 7.10 No student shall be denied access/entry to class due to tardiness. Student may, however, be marked absent and may not take part in any graded examination.

Section 8. *Grading System*

- 8.1 Students shall be graded or marked in accordance with the following system.

Grade/Mark	Percentage/ Equivalence	Description
1.0	97-100	Excellent
1.25	94-96	Excellent
1.5	91-93	Very Good
1.75	88-90	Very Good
2.0	85-87	Good
2.25	82-84	Good
2.5	79-81	Satisfactory
2.75	76-78	Satisfactory
3.0	75	Passing
5.0	65-74	Failure
Inc.		Incomplete
W		Withdrawn

- 8.2 An Incomplete (Inc.) mark is temporarily given to a student who may qualify for passing but has not taken any major exam or its equivalent. Such requirement(s) must be satisfied within one year from the end of the term; otherwise, the grade shall automatically be replaced by "5".

- 8.3 A Withdrawn Mark (W) is given if the student voluntarily withdraws in writing from a subject at any time or when the faculty member drops the student from his/her roll for having exceeded the allowable number of absences or for not having attended the class since the start of the term. W mark should not be converted into a grade of "5" and should not be included in the computation of the general weighted average.
- 8.4 A student who received a passing grade in a subject shall not be allowed to take another examination for the purpose of improving his/her grade.

Section 9. *Late Reporting of Grade/s, Mark/s and Correction of Entry*

Correction of Entry should be accomplished within a period of one semester upon receipt of grade. Grade should be submitted two (2) weeks after the end of the term.

Section 10. *Completion of Incomplete Mark*

- 10.1 Incomplete Mark/s must be completed within one (1) year. The student must accomplish and submit completion form to the subject teacher. The subject teacher will submit the accomplished completion form together with a photocopy of class record to the College. Subsequently, the college shall forward it to the Registrar's Office within a period of one year. (Completion form is downloadable from the PUP website.)
- 10.2 In no case shall the period for the removal of the Incomplete mark extend beyond one year from the end of the term when the subject was taken, unless justified and approved by the VPAA and acknowledged by the University Registrar.

Section 11. *Integration Period and Examinations*

- 11.1 A one-week integration period shall be scheduled before the final examinations to enable students to review, provided that the faculty members shall keep regular hours for consultation work.
- 11.2 The schedule of examinations as specified in the University calendar for the school year shall be observed unless changed to another date as authorized by the College Dean/Branch or Campus Director concerned.

- 11.3 The schedule of make-up classes shall be agreed upon by both the students and the subject instructor considering that it will not affect nor interrupt any class or student activities on that particular day. Make-up classes shall be considered when classes are affected by class suspensions due to climate/natural disasters or important events.

Section 12. *Scholastic Standing and Delinquency*

- 12.1 Each college shall implement the following rules on scholastic delinquency.

12.1.1 *Warning.* Any student who at the end of the semester obtains final grades of "5" in 15% or less of the total number of academic units in which he/she is registered shall be warned by the Dean or Director concerned to improve his/her academic performance. If he/she fails or gets incomplete marks in 16 - 30% of the total number of registered academic units, he/she shall be warned by the Dean/Director, and his/her load shall be reduced by three (3) units.

12.1.2 *Probation.* (a) Any student who, at the end of the semester obtains final grades of "5" in 31-50% of the total number of academic units in which he/she has enrolled shall be placed on probation for the succeeding semester and his/her academic load shall be correspondingly reduced by six (6) units by the Dean or Director concerned; (b) Any student who has received two successive warnings shall be placed on probation. Probation may be lifted the following semester if the student passes all of his/her subjects in which he/she has final failing grades; (c) Any student who has been placed on probation for two successive semesters shall be dropped from the rolls of his/her College. However, he/she may be readmitted to another College of the University where he/she qualifies; and (d) Any student on probation who again fails in 50% or more of the total number of units in which he/she is enrolled for the semester shall be dropped from the rolls of the University.

12.1.3 *Dismissal.* Any student who, at the end of the semester, obtains final grades of "5" in 51%-75% of the total number of academic units shall be dropped from

the rolls of the College concerned; if more than 75%, he/she shall be dismissed from the University and be permanently disqualified from readmission to the University.

- 12.2 A grade of incomplete shall not be included in the computation. When it is replaced by a final grade, the latter is to be included in the grades during the semester when the removal is made.
- 12.3 Required subjects which a student has failed shall take precedence over other subjects in his/her succeeding enrollment.
- 12.4 In colleges or schools where the weight of the subject is not expressed in terms of units, the computation shall be based on the respective equivalents.
- 12.5 A student may transfer from one college to another within the University provided that
 - 12.5.1 he/she has completed the one-year residency requirement of the University as only incoming second year student will be allowed to shift to another program;
 - 12.5.2 his/her release from the college in which he/she is previously enrolled is approved by the Dean;
 - 12.5.3 he/she satisfies the requirements of the college where he/she intends to enroll; and
 - 12.5.4 there is available slot for additional student in the college where he/she intends to enroll.

Note: Action to be taken is based on number of failures. (See Table of Scholastic Delinquency)

Section 13. *Completion of Basic Courses in NSTP and P.E.*

- 13.1 No college student shall be permitted to enroll in third year unless he/she has completed the two-year basic course in P.E., and six units in National Service Training Program (Reserve Officers' Training Corps or Civic Welfare Training Service), or unless the said student has been duly granted permission to defer the taking of the course by authorities concerned.

- 13.2 All students (except international students) are required under the law to enroll in NSTP or its equivalent, and shall not be allowed to cross-enroll in NSTP in any other institution unless given expressed permission by the NSTP Office and approved by the Registrar's Office.
- 13.3 Students who are differently abled and/or are under restriction for reason of religious beliefs are also required to officially enroll in P.E., ROTC, or CWTS. However, these students shall be given special tasks or assignments.
- 13.4 No student shall be allowed to graduate without having complied with Section 13 hereof.

Section 14. *Tenure, Leave of Absence, and Honorable Dismissal*

14.1 *Tenure*

- 14.1.1 A student must finish the requirements of a college degree program within one and one-half (1½) times the normal length of the prescribed period; otherwise, he/she shall not be readmitted into the University.

N.B

It is noted, however, that if a student fails to complete his/her bachelor's degree within a year after the period prescribed in his/her program, he/she will no longer be recipient of the "Universal Access to Quality Tertiary Education Act of 2017" (RA 10931).

- 14.1.2 In case a student is officially given permission for leave of absence (maximum of one academic year only), the leave shall not be included in the computation of tenure. If a student incurs more than a year leave of absence, he/she shall be admitted [as] upon the evaluation and recommendation of the Chairperson/Academic Head/Dean/Director and approval of the Vice President for Academic Affairs.

14.2 *Leave of Absence*

- 14.2.1 A student intending to take a leave of absence exceeding one semester but not to exceed one academic year shall file a letter of intent before the

start of the semester to the University Registrar for approval as recommended by the College Dean/Branch Director.

- 14.2.2 A student who withdraws from the University without a formal leave of absence shall apply for readmission.

14.3 *Honorable Dismissal*

- 14.3.1 Honorable Dismissal is issued by the University Registrar to a student who withdraws from the University for purpose of transferring to another school.
- 14.3.2 A student applying for Honorable Dismissal shall be cleared of all accountabilities before a certificate is issued to him/her.
- 14.3.3 A student who leaves the University by reason of expulsion, dropping due to disciplinary action or suspension shall not be entitled to Honorable Dismissal.
- 14.3.4 A student who has been issued Honorable Dismissal/Transfer Credentials cannot be readmitted to the University.
- 14.3.5 A student who is considered scholastically delinquent based on the Table of Delinquency shall be issued Honorable Dismissal provided that he/she is not expelled by way of a disciplinary action.

Section 15. *Graduation with Honors*

- 15.1 The honors committee shall be composed of the VPAA as chair and Deans and Branch/Campus Directors as members.
- 15.2 The secretariat shall be composed of the University Registrar, heads of Scholarship and Financial Assistance Services (SFAS), and heads of Information and Communication Technology Office (ICTO).
- 15.3 The Office of the University Registrar (OUR) in close coordination with the SFAS and ICTO shall determine and recommend to the University Honors Committee a student who completes his/her baccalaureate degree with any of the following weighted averages to graduate with honors.

Summa Cum Laude	- 1.0000 to 1.1500
Magna Cum Laude	- 1.1501 to 1.3500
Cum Laude	- 1.3501 to 1.6000

- 15.2 The following are the guidelines on academic honors for graduating students.
- 15.2.1 A student's final grades during his/her last school term shall be finalized 14 days after the last day of final examination period for graduating students.
 - 15.2.2 Only finalized grades shall be considered in the computation of the general weighted average.
 - 15.2.3 Only academic courses shall be included in the computation of general weighted average.
 - 15.2.4 The candidate must have
 - ✓ carried the prescribed load in his/her curriculum;
 - ✓ no final grade lower than 2.5, incomplete grade and withdrawn in any academic or non-academic subject.
 - ✓ no final grade of 5.0 in any academic or non-academic subject prescribed in his/her curriculum.
 - ✓ completed the degree on the prescribed period;
 - ✓ no record of misconduct/misbehavior during his/her stay in the University; and
 - ✓ no financial accountabilities.
 - 15.2.5 A shifter shall be considered a candidate with Academic Honors provided he/she satisfies the academic and residency requirements.
 - 15.2.6 Transferees, except those from PUP branches and satellite campuses are disqualified from graduating with honors.

Section 16. *Graduation Requirements*

- 16.1 A candidate for graduation shall file his/her application for graduation on-line using his/her SIS account within the period indicated in the University calendar.
- 16.2 An application for graduation of the student can be processed only if he/she obtained passing grades in all his/her subjects required in the curriculum.

- 16.3 A student shall be recommended for graduation when he/she has satisfied all academic and other requirements prescribed by the University.
- 16.5 A candidate for graduation shall have his/her deficiencies completed and his/her records cleared not later than two weeks before the end of his/her last semester.
- 16.6 All candidates for graduation are required to attend the graduation or commencement rites as no degree is conferred in absentia.
- 16.7 No graduate shall be issued a Diploma and a Transcript of Records unless he/she has been cleared of all accountabilities.

TITLE 6

STUDENT AFFAIRS AND SERVICES

Section 1. The University exists principally to serve its students. Therefore, it continues to strengthen its capability to extend increasingly better services for their information, assistance, and well-being from the time they are admitted up to their eventual involvement in society.

Section 2. It is incumbent upon the University to provide accessibility to all its buildings and facilities for differently-abled members of the community.

Section 3. The University offers the following specific Student Welfare Services:

- 3.1 Admission and Student Record Services. The *University Registrar's Office* serves the students during admission and enrollment, and during their entire residency. The *Admission Services Office* selects the students admitted into the University to ensure quality education. The *Office of Student Records Services* provides technical services, such as the preparation and issuance of transcript of records, certifications, clearances, certificates of honorable dismissal, and diplomas, and the evaluation and maintenance of student records.

- 3.2 Scholarship and Financial Assistance Services. The University, through this office, provides scholarships and financial assistance to qualified and deserving students.
- 3.3 Guidance, Counseling and Testing Services. The Office of the Counseling and Psychological Services (OCPS) provides a broad spectrum of counseling and psychological services designed to assist students in optimizing their creative energies and in achieving more effective personal, social, educational and vocational development. It offers the following services: academic advising and career counseling, group counseling, life planning, peer counseling, mini-workshops, trainer's training, psychological testing and personality evaluation. Pursuant to Section 24 (Mental Health Promotion in Educational Institutions) and Section 26 (Mental Health Promotion and Policies in the Workplace), Chapter 5 of Republic Act No. 11036, otherwise known as the Mental Health Act, OCPS together with the University Mental Health Committee ensure that the University adheres with the Law and that necessary programs and services be provided to raise awareness on mental health issues, identify and provide support and services for individuals at risk, and facilitate access, including referral mechanisms of individual with mental health conditions to treatment and psychosocial support.
- 3.4 Health Services. Medical and dental clinics are found in the different branches/satellite campuses to provide primary health care services to the PUP Community and its environs placing emphasis on preventive medicine which includes health education, disease prevention, initial evaluation/assessment and treatment of illness. The following are the primary health care services: (a) medical and dental consultation and treatment of patients; (b) referral of patients who need secondary care to consultants of various specialties and requires further evaluation to hospital; (c) emergency services with emergency response vehicle/transportation; (d) annual medical and dental examination for university staff; (e) medical and dental assistance for bloodletting, sports fest or other similar activities inside and outside the university, outreach programs for branches/satellite campuses without physicians and dentists; and (f) issuance of medical and dental clearance and certificate.

- 3.5 Food Services. Canteens and food stalls are available in the different branches/satellite campuses of the University.
- 3.6 Student Housing Services. There are hostels, athletes' quarters, and boarding houses within and proximate to the University where students, faculty members, and non-teaching personnel can be accommodated.
- 3.7 Alumni Relations and Career Development Services. The Alumni Relations and Career Development Office (ARCD O) assists graduates of the University in obtaining employment and supplies client companies with lists of highly qualified, dependable and competent employees.
- 3.8 Religious Services. The Campus Ministry is the lead unit in many religious activities inside and outside the campus. It also serves as coordinator for the various activities of the different religious organizations or groups in the campus. All religious activities within the campus, except those, which form part of official programs sponsored by the University or any of its units, shall be under the sponsorship of an accredited student organization or a faculty/administrative staff group in coordination with the Campus Ministry. The University encourages ecumenism in the campus. The interfaith character of the University Chapel shall be preserved and respected. Classrooms or any other facility of the University shall not be used by any religious group without written permission from the University authorities concerned. Student religious groups shall comply with existing rules and regulations, as well as those that may be promulgated from time to time by the Office of the Director for Student Services (ODSS).
- 3.9 Library and Related Services. The University has a Main Library, the Ninoy Aquino Library and Learning Resources Center (NALLRC), located inside the Mabini Campus, Sta. Mesa, Manila. Satellite libraries are maintained in other branches and campuses. The Main Library provides technical assistance to the libraries in the branches/satellite campuses, extension campuses, and reading centers in the different colleges in the Main Campus.
- a. The Main Library Reader's Services operates the Circulation, Filipiniana, Serials and Special

Collections Sections. The Serials Section offers the following services: education in the news; index to Philippine newspapers, newspaper clippings, and culture and the arts updates.

- b. The Main Library has a Multi-Media Research Center, Archives and Museum. The Multi-Media Research Center provides multi-media services for researchers. The archives contain historical documents on the development of the University as well as relevant documents generated by various components of the University. The Museum also contains some local and national heritage items, memorabilia of PUP Presidents, faculty and administrative personnel and Centennial Memorabilia.
 - c. The Main Library likewise operates a Multi-Media Service Department which provides the PUP Community with audio-visual services and resources for their media instructions and other related activities. It also provides venues for various activities. These venues include the Bulwagang Balagtas, Bulwagang Bonifacio, and Film Center.
 - d. The Library has a Manual of Operations that details the operations of the Ninoy Aquino Library and Learning Resources Center (NALLRC) and its satellite libraries. Likewise, it has a Library Handbook which contains vital information about its resources, services, facilities, personnel and policies on the use of the library.
- 3.10 Cultural/Artistic Programs and Activities. Through the University Center for Culture and the Arts (UCCA), the University generates interest and participation in cultural/artistic activities by designing workshops, giving lectures, staging plays, performing in school celebrations, joining national competitions, presenting exhibits and concerts, and showing cultural films. It supervises the Polysound Band, Maharlika Dance Artists, Sining-Lahi Polyrepertory, Bagong Himig Serenata, PUPil (PUP Isko/IskaLitratista), Harana String Company, Buklod Sining, and PUP Icons. The UCCA also coordinates with all cultural

groups in the branches and satellite campuses. Below are the guidelines and procedures in the conduct of Cultural and/or Artistic programs and activities.

- 3.10.1 Every proposed cultural program/activity shall be in pursuit of the objectives of the University.
- 3.10.2 Every cultural program/activity to be held in the University shall have prior clearance from the Office of the Vice President for Student Affairs and Services (OVPSAS).
- 3.10.3 In case the cultural activity is to be conducted by the University cultural groups off-campus, a clearance shall be secured from the Office of the President.
- 3.10.4 Any bonafide faculty, administrative employee, or student organization that desires to present a cultural program/activity shall submit the following to the OVPSAS thru the University Center for Culture and the Arts (UCCA): letter of request, program proposal, production people, budget breakdown, source of funding.
- 3.10.5 The letter of request shall state the title and brief description of the activity, objective/s, inclusive date and time, venue of the presentation, and other pertinent information. It must also bear the signature of the authorized representative and the endorsing/approving head of office or adviser.
- 3.10.6 The UCCA shall act upon the letter of request. It shall make the necessary recommendation to the OVPSAS and shall inform the requesting organization if the activity is approved or not.
- 3.10.7 The project proponents shall inform the UCCA of intended changes in the project within two days prior to its presentation. One week after the activity, they shall submit the following for documentation/records purposes: (a) three (3) copies of the actual program; (b) at least one (1) picture of the presentation; (c) press releases, newspaper reports

about the activity, if any; and (d) financial report (in case of fund-raising project).

3.11 Other services

- a. Information and Communication Technology Office (ICTO). This is the University's lead office in the planning and execution of ICT programs and projects. It manages the University's IT and communication network, develops and maintains information systems, promotes the use of ICT services and technologies among users in the University through the conduct of trainings and other IT educational activities, and through its Innovations Laboratory, and conducts R&D activities to contribute to the advancement and growth of the country's IT industry.
- b. Physical Education and Sports Development. The PUP has a strong physical education and sports development program. Its sports facilities include a spacious track-and-field oval, a gymnasium, an Olympic-size swimming pool, and courts/facilities for various sports and P.E. buildings. It encourages its students to try out for inclusion in its various varsity teams (basketball, volleyball, soccer, softball, baseball, lawn tennis, table tennis, swimming, track and field, archery, judo, karate, arnis, gymnastics, chess, developmental sports, etc. It expects its students to get actively involved in intramurals, extramurals and sports competitions.
- c. Facilities and Amenities. The different theaters, conference halls and function rooms in the University may be used for conferences, meetings, seminars, workshops, trainings and the like; their use, however, is subject to the prior approval by duly authorized University officials. Other organizations and agencies outside the University may use the facilities of the institution for their activities by arrangement with the Resource Generation Office and the Vice President for Administration, subject to existing policies, rules and regulations of the University.
- d. Student Mails. The service of distributing mails to students is assigned to the Central Records, Mabini Campus which regularly posts names of students who have letters for delivery.

- e. Variegated Services. Available in the Mabini Campus and in other branches and campuses are several pay telephones, photocopy machines, photo services, parking, computer laboratory services, and Internet shops.
- f. Legal Assistance. The University, through its Office of the University Legal Counsel, assists students in need of legal advice on issues relative to their stay in the University. It also issues clearance to incoming freshmen and graduating students.
- g. Research. The Office of the Vice President for Research, Extension, and Development helps students who need to conduct research on the University and its development thrusts/research agenda.
- h. Center for Technology Transfer and Enterprise Development. This Unit promotes entrepreneurial spirit in the University and its target rural and urban communities through the incubation and other similar means of propagating product development and innovation.
- i. Institute for Data and Statistical Analysis (IDSA). This serves as the University's facility for statistical consultancy and processing of research data of faculty members, students and staff of the University as well as researchers from other institutions/organizations. It also offers statistical training for internal and external clients.
- j. Intellectual Property Management Office (IPMO). The Office is mandated to support the University's agenda of culture of invention and innovation by protecting its intellectual assets through registration of industrial designs and trademarks, patenting, and copyrighting of works and inventions of the stakeholders.
- k. Institute of Human and Social Development (IHSD). The Center for Indigenous People Studies, Center for Human Rights, Center for Peace, Poverty Alleviation and Community Development Studies, Center for Environmental Studies, Center for Public Administration and Governance Studies and Center for Labor and Industrial Relations are the different centers under

IHSD that promote equality, awareness, sustainable development and good governance.

- l. Institute for Science and Technology Research (ISTR). The Center for Engineering and Technology Research, Center for Life Sciences Research and Center for Mathematics, Computing and Information Sciences Research have been created under ISTR to undertake relevant research and studies.
- m. Communication Management Office (CMO). The Office has several units ready to serve those who want to (a) know more about the University and its various media activities; (b) have student activities published in the daily newspapers or announced over the radio or television; (c) get in touch with various government agencies; and (d) conduct seminars on student publications and campus journalism.
- n. Community Relations Development Center (CRDC). CRDC provides and assists in the convergence of social development-oriented community relations and extension efforts of PUP. The Office caters to the needs of the stakeholders in the University through continuous coordination and relationship-building and implements activities that promote awareness and consciousness on social responsibility and volunteerism, partnership and network building with government and non-government agencies, international and local funding agencies and private corporations. It also manages Community Development and Extension Programs through the continuous tapping and deployment of various expertise from the various disciplines of the University; resource generation; and organizing exposures, immersions and integration in the communities.
- o. Administrative Services. The Office of the Vice President for Administration through the Facility Management Office (FaMO) helps those who would like to reserve certain rooms for activities and/or to use equipment like chairs, tables, sound system, and the like for the conduct of student-initiated projects.
- p. Finance Services. The Offices under the Office of the Vice President for Finance (OVPF) attend to

students' financial concerns relating to their stay in the University. The Internal Audit Office issues forms and evaluates all applications for fund-raising activities for recommendation to and approval of the Fund-Raising Board; registers receipts for collection of memberships fees and tickets of approved fund-raising activities; audits financial reports, signs clearances of students applying for school credentials such as diploma, transcript of records and honorable dismissal.

- q. Alumni Services. The University continues to show increased concern for PUP graduates in order to enable them to find their places in the world of work. The University assists alumni who desire to form association/s here and abroad. The Alumni Relations and Career Development Office (ARCD) closely coordinates with the PUP Federation of Alumni Associations, Inc. which is represented in the Board of Regents and forges linkages with other agencies and corporations.
- r. Gender and Development Services. The Institute for Gender and Development (I-GAD) is an office whose main objective is to pursue gender mainstreaming as a strategy to promote and fulfill human rights in advocating gender equality and sensitivity in the academe, research, extension, policies, programs, and processes of the University, including its branches and campuses, in order to uphold the welfare of the students as well as the non-teaching personnel of PUP.
- s. Resource Generation Office. RGO supports the project development thrust of the University and identifies local sources of funds, and conceptualizes sustainable resource generation activities.
- t. Internal Audit Office – Internal Audit is a component of the internal control system that provides the University with objective and independent assurance and consultative service. It aims to support the University by achieving the objectives and make informed decisions through proactive risk management and thereafter strengthening each unit inclined with the policies established and by assessing the levels of the performance against the agreed measures, targets and objectives.

Section 4. Student Affairs

- a. Student Government and Student Organizations. Every PUP student is a member of the Sentral na Konseho ng Mag-aaral (SKM) and the College Student Council, depending on his/her major area. The Student Affairs Section (SAS) collaborates with SKM in the accreditation of student organizations, as well as in the proper disbursement and accounting of funds, settling of the problems in the various student organizations, conduct of the SKM election, selection of delegates to different conferences and similar activities inside and outside of the University.
- b. Student Publications. The University, through the Student Publications Office (SPO), coordinates all publications undertaken by PUP students. Specifically, the SPO shall have a continuing program to upgrade the skills of student writers and journalists. This office shall consult with the adviser/s and the Board of Examiners to help determine the composition of the staff of the major student publications, such as *The Catalyst*, and the official publications of all colleges in the Main Campus and extensions as well as in the branches and satellite campuses. The SPO regularly extends technical assistance and other publication services as may be requested by student publications in the University.
- c. Cultural and artistic activities initiated and organized by the students and student groups/organizations shall be in coordination with the UCCA.

TITLE 7

STUDENT COUNCILS, STUDENT ORGANIZATIONS, AND STUDENT CONSTITUTIONAL COMMISSIONS

Section 1. The University recognizes the right of students to organize and develop responsible leadership. Thus, it encourages students to form, join and participate in accredited/revalidated student organizations, clubs, associations, societies, or any other student group that will suit the legitimate needs, aspirations and interests of the students.

Section 2. All organizations, clubs, associations, societies and any other student group shall be governed by the University Code and the Rules and Regulations promulgated pursuant thereto.

Section 3. The Official Union of the students of the Polytechnic University of the Philippines shall be known as the PUP Student Council or the *Sentral na Konseho ng Mag-aaral* (SKM).

The Official Federation of all existing Student Councils in PUP System is the *Alyansa ng Nagkakaisang Konseho ng PUP* (ANAK-PUP). The President of ANAK-PUP shall be the student representative in the PUP Board of Regents (BOR).

Section 4. The PUP Student Council known as *Sentral na Konseho ng Mag-aaral* (SKM) recognizes the existence of independent Student Constitutional Commissions to execute tasks set for them. These are the Student Council Commission on Audit (SC COA), Student Council Commission on Elections (SC COMELEC), Student Council Commission on Student Organizations and Accreditation (SC COSOA), and Student Council Student Tribunal (SCST).

Section 5. The Student Affairs Section (SAS) of the Office of the Director of Student Services (ODSS) and the *Sentral na Konseho ng Mag-aaral* (SKM), in cooperation with the Office of the Student Regent, shall coordinate the operations and activities of the College Student Councils and student organizations, clubs, associations, etc.

Section 6. New student organizations seeking accreditation may apply within 45 days after the start of the first semester. They shall submit to the SKM through the Commission of Student Organizations and Accreditations (COSOA) the following:

- 6.1 three copies of its constitution and by-laws;
- 6.2 names of at least 15 of its officers and members who must be bonafide students of the University;
- 6.3 one-year plan of activities;
- 6.4 financial clearance from the Internal Audit Office (IAO);
- 6.5 (a) [if] for college-based organization, clearance/certification from the College Student Council; and (b) for University-wide organization, clearance/certification from the *Sentral na Konseho ng Mag-aaral*;

- 6.6 certification/clearance from the Student Council Commission on Audit (SC COA); and,
- 6.7 name of the faculty adviser who is not an honorary or alumni member of the said organization and proof of his/her concurrence thereto.

Section 7. The SKM, through COSOA and in close coordination with SAS, shall deliberate on the application and shall determine whether or not the constitution and by-laws and the plan of activities are in accordance with the University policies and/or other rules as may be promulgated by the ODSS through SAS, and as duly approved by the Vice President for Student Affairs and Services.

Section 8. Accredited student organizations shall apply for revalidation within the period set by the COSOA but not later than 45 days from the start of the first semester. Each shall submit to the SKM thru the COSOA the following documents:

- 8.1 annual report of their accomplishments and activities of the previous year and on-going projects (shall include, if any, attendance to leadership trainings/seminars and meetings initiated by SAS and COSOA);
- 8.2 statement of financial condition showing income and expenditures, assets and liabilities (subject to prior clearance from the Internal Audit Office);
- 8.3 copy of new constitution with emphasis on amended provisions, if any, approved by the majority of the organization's membership;
- 8.4 list of new set of officers and photocopies of their registration cards and an initial list of members;
- 8.5 plan of activities;
- 8.6 (a) for college-based organization, clearance/certification from the College Student Council; and (b) for university-wide organization, clearance from the *Sentral na Konseho ng Mag-aaral*;
- 8.7 certification/clearance from the Student Council Commission on Audit; and

- 8.8 name of the faculty adviser who is not an honorary or alumni member of the said organization and proof of his concurrence thereto.

Section 9. Final approval of accreditation of newly-organized student organizations and revalidation of previously accredited organizations shall be done by the COSOA, subject to the review of the Chief of SAS and the Director of OSS in close coordination with the Office of the University Legal Counsel.

Section 10. University-wide new or old student organizations or clubs that are constituted, organized, and supervised by a certain office or unit of the University shall be exempted from being accredited or revalidated by the SC COSOA. However, this exempted student organization shall furnish the ODSS with the required documents at the beginning of each school year. The conduct of its activities shall be in accordance with the University policies.

Section 11. All fund-raising activities undertaken by student organizations shall be duly approved by the Fund-Raising Board of the University and must comply with the guidelines issued by the University President.

Section 12. The student organizations shall be supervised as follows:

- 12.1 The SAS or the IAO shall require each student organization to submit its financial statement with the attached necessary supporting receipts/documents within thirty (30) days after any activity and a copy shall be furnished to the SC COA. The IAO may also cause the audit of the finances of a student organization anytime during the year.
- 12.2 The SAS and COSOA shall be notified of all the activities of a student organization for proper guidance and coordination. In case of initiation rites or practices that do not constitute hazing as defined under Republic Act Number 11053, the organization shall file to the COSOA a written application under oath to conduct such activity not later than seven (7) days prior to the scheduled initiation date. The said written application shall indicate the place and date of the initiation rites, the names of the incumbent officers of the organization, any person or persons who will take charge in the conduct of the rite, the name of the recruits, neophytes, or applicants to be initiated, and the manner by which they will conduct the activity. It shall contain an undertaking that no harm of any kind shall be committed by anybody during the rites.

- 12.3 Accredited organizations shall be entitled to use the facilities of the University. However, University functions and activities shall take precedence over any student activities.
- 12.4 The SAS, SKM and COSOA shall be officially and promptly notified of any change in the set of officers of a student organization.
- 12.5 Posters and notices shall be approved by the ODSS and shall be posted only on freedom boards or in other locations as may be duly authorized by the University administration from time to time. The sources/proponents should be identified in the posters/notices. The University has the right to remove all illegally posted notices or posters without prejudice to holding the proponents/sources answerable in case of complaints.

Section 13. Accredited student organizations shall observe the following rules and guidelines:

- 13.1 Only duly accredited and revalidated student organizations shall collect membership fees/dues on voluntary basis (except those which were approved by the BOR), initiate income-generating projects and fund-raising activities, and have access to University facilities.
- 13.2 Collection of membership fees shall be voluntary and not part of the enrollment procedures. Neither shall organization shirts and pins, and other payments nor purchases be deemed part of the enrollment procedures of the University.
- 13.3 Membership fee shall not be more than Fifty (50) Pesos per semester.
- 13.4 Any increase in the current membership fee shall be approved by the general members of the organization, to be confirmed by the COSOA and the College Student Council and/or *Sentral na Konseho ng Mag-aaral* and shall be duly recommended to the ODSS through the SAS.
- 13.5 An official receipt, approved and pre-numbered by the Internal Audit Office, shall be issued to the students who pay the membership fees and/or dues. The total membership of the organization shall be reported by the President and Secretary

of the organization to the COSOA and to the University Internal Audit Office.

- 13.6 Any fund-raising activity such as sale of T-shirts, pins, holding of concerts, raffles, and the like shall follow the existing University guidelines thru the Office of the Internal Audit (OIA) and duly approved by the Fund-Raising Board.
- 13.7 Student organizations are required to open an account in any government depository bank if the membership fees accumulate the minimum amount of Php 20,000.00 for every semester.
- 13.8 Only the organization's president or treasurer shall be the co-signatory of any savings account or withdrawal slip drawn against the said bank account. The other co-signatory shall be the College Dean / Campus or Branch Director or any regular faculty member of the College / Campus or Branch approved by the Dean / Director. The regular faculty member as co-signatory shall be officially endorsed by the organization. The University Internal Audit Office, COSOA, SCCOA, and SKM shall be furnished a copy of the endorsement. In case of University-wide organizations, the Director of the Student Services shall be the co-signatory.
- 13.9 Student councils, organizations, and publications are required to submit financial statements to the Office of the Internal Audit every semester.
- 13.10 Student organizations, publications, and councils may or may not have any faculty adviser. In case there is, only full-time faculty members can be assigned and he/she must be endorsed by the organization's officers.
- 13.11 Faculty advisers are not allowed to oversee more than one student organization.
- 13.12 Resolutions to withdraw funds shall be signed by the majority of the officers prior to any fund withdrawal.
- 13.13 The officers of student organizations, publications, or councils with financial liabilities to the University as confirmed by the Office of the Internal Audit shall pay the exact amount of the said liabilities to the Fund Management Office (University

Cashier). In case of organizations whose immediate past officers are liable, the present officers may file a case against the former to the Office of the University Legal Counsel.

In instances where the financial obligation is owed to student organization, the remittance required shall be given directly to the authorized officers of the said organization.

Section 14. All student election-related matters shall be dealt with strictly in accordance with the rules and regulations, and procedures prescribed and promulgated by the duly constituted Student Council Commission on Elections (SC COMELEC). No election protest, complaint, or appeal relative to any election-related matters shall be filed before the University, its administration and/or any of its department or office.

TITLE 8

CAMPUS PUBLICATIONS

Section 1. The following shall be the basic policies on student publications of the University.

- 1.1 The University recognizes and upholds the right of its students to the free expression of ideas as embodied in the Constitution of the Republic of the Philippines.
- 1.2 The University encourages its students from different departments, colleges, branches, and satellite campuses to undertake quality publications for disseminating information, creative ideas, results of research, opinions, and constructive criticisms designed to broaden and advance the frontiers of knowledge and intellectual pursuit.
- 1.3 The University adheres to the universal concept that the exercise of the freedom of the press is a public trust that should never be used for unlawful, anti-social or divisive purposes.
- 1.4 The University also recognizes the vital role of the student press as medium of learning and constructive instrument for the attainment of the University and national goals.

Section 2. All student publications shall strive to:

- 2.1 represent and advance the general interests, ideals, aspirations, and sentiments of their respective clientele, as well as that of the other members of the University;
- 2.2 stimulate responsible advocacy and healthy exchange of ideas, and foster understanding and goodwill inside and outside the University;
- 2.3 serve as fora for free expression and dissemination of news and views, which are of interest to the PUP academic community and to society-at-large;
- 2.4 promote intellectual excellence; and
- 2.5 bring out the truth.

Section 3. Student publications shall be monitored by the ODSS through the Student Publications Office (SPO), which shall propose, from time to time, pertinent rules and regulations for the efficient and effective management of each publication.

Section 4. Student publications shall cover all printed matters, such as newspapers, magazines, yearbooks, journals, newsletters, pamphlets, and the like produced by the students of the University primarily for their clientele.

Section 5. Students may have their own newspapers and annuals in PUP Main Campus and in the different branches and satellite campuses of the University.

- 5.1 The Catalyst shall be the official student newspaper of the Polytechnic University of the Philippines. As such, it shall observe the policies and guidelines on campus publications. Specific rules and regulations regarding its management and production are contained in The Catalyst Guidelines. It shall be funded by the college students of PUP Main Campus.
- 5.2 The Memorabilia shall be the official yearbook of the graduating students of PUP. It shall be funded by subscriptions paid by graduating students, and shall observe specific policies contained in the Memorabilia Guidelines.
- 5.3 The PUP Laboratory High School, colleges/institutes and other academic units in the main campus and the different

branches and satellite campuses of the University may also have their official student publications, and the frequency of publishing shall depend on their respective funds. Moreover, taking into consideration their respective situations, these student publications may adopt the guidelines governing the Catalyst, or such rules as the University may promulgate.

Section 6. The adviser/s of the official student publication and other approved college/ branch/campus publication shall be appointed by the University President through the Vice President for Student Affairs and Services, upon the recommendation of the editorial board and endorsement of the Director of Student Services.

Section 7. The selection of the staffers of the official student publication and other approved college/ branch/campus shall be in accordance with the editorial guidelines and policies set by the University through the Student Publications Office.

Section 8. Any college or organization desiring to print its own student publication shall submit a request for accreditation to the ODSS through the Student Publications Office. The College or organization shall apply for accreditation within the first semester.

8.1 The publisher of each student publication shall be the sponsoring organization as a whole and shall assume all responsibilities that devolve upon it.

8.2 The staffers and adviser(s) of each student publication shall be chosen in accordance with rules and procedures promulgated by the sponsoring group and approved by the ODSS upon the recommendation of the Student Publications Office.

8.3. Request for accreditation shall contain the following information:

- 8.3.1 proposed name of the publication;
- 8.3.2 name of the sponsoring group;
- 8.3.3 specific purpose/s of the publication;
- 8.3.4 proposed composition of the editorial staff including staffers' names;
- 8.3.5 name/s of proposed adviser/s (should be a regular faculty member or permanent employee of the University);
- 8.3.6 complete specifications of the publication;
- 8.3.7 editorial policies of the publications;
- 8.3.8 proposed budgetary outlay; and
- 8.3.9 fund-control system.

Section 9. Funds collected directly by students through fund-raising activities earmarked specifically for publication shall be managed by the student groups concerned, subject to the accounting and auditing rules as prescribed by the Internal Audit Office.

TITLE 9

CODE OF DISCIPLINE

Section 1. Student offenses shall be subjected to disciplinary measures by the University. If the sanction imposed is suspension or dismissal, the student shall not be allowed to enter the University premises.

Section 2. All complaints involving students shall be referred to the Office of the Student Services.

Section 3. The grounds for disciplinary action and the corresponding sanctions/penalties are as follows:

3.1 Not having the ID validated

Old students (Second to Fifth Year students) shall have their IDs validated by the Office of the Dean or Office of the Branches/Campuses Director until the last day of the adjustment period of every semester. In case of failure to secure validated ID, the student shall be meted with the following penalty:

DISCIPLINARY SANCTIONS

1st Offense – The student shall be given a warning slip by the Student Affairs Section of OSS. The student's parent/guardian shall be informed about the offense committed by the student.

2nd Offense – one (1) week suspension

3rd Offense – two (2) weeks suspension

More than three (3) Offenses – one (1) month suspension

3.2 Not wearing ID

No student shall be allowed to enter the University premises without ID or registration card (RC). In case of lost ID or Registration Card (RC), the student shall secure a temporary visitor's pass and shall immediately request for a Student's

Entry Slip (SES) from the Office of the Director of the Student Services. The SES shall be valid for three (3) days only.

Students who requested or was issued SES for three (3) instances in one semester shall be meted with a penalty of one-week suspension.

Students caught not wearing ID or without SES shall be meted with the following penalty:

DISCIPLINARY SANCTIONS

1st Offense – The student shall be given a warning slip by the Student Affairs Section of OSS. The student's parent/guardian shall be informed about the offense committed by the student.

2nd Offense – one-week suspension

3rd Offense – two-week suspension

More than three (3) Offenses – one-month suspension

3.3 Loss of ID / Registration Card

DISCIPLINARY SANCTIONS

1st Offense – warning and payment for the cost of printing of new ID

2nd Offense – warning and requiring of 16-hour student-assistance service to be rendered within 5 school days upon report of loss, on top of payment for the cost of ID printing.

For more than two (2) offenses – requiring 24-hour student-assistance service to be rendered within 7 schooldays upon report of loss, on top of the payment for the cost of ID printing.

In all instances, submission of notarized affidavit attesting to the reason of the loss shall be required. Notarization of Affidavit of Loss for lost ID card shall be rendered as free service of the University.

3.4 Using fake, another person's ID, or lending one's ID for use of another person

DISCIPLINARY SANCTIONS

1st Offense – one-month suspension

2nd Offense – one-semester suspension

3rd Offense – Dismissal from the University

- 3.5 Failure to secure an ID on time, or late filing of application for ID Freshmen and transferees shall secure ID upon registration.

DISCIPLINARY SANCTIONS

1st Offense – The student shall be given a warning slip by the Student Affairs Section of OSS. The student's parent/guardian shall be informed about the offense committed by the student.

2nd Offense – one-week suspension

3rd Offense – two-week suspension

More than three (3) Offenses – one-month suspension

- 3.6 Wearing of inappropriate attire or violation of Title 4, Section 5.

DISCIPLINARY SANCTIONS

1st Offense – three (3) hours of campus service

2nd Offense – six (6) hours of campus service

3rd Offense – two-day suspension

4th and subsequent similar offense – one-month suspension

- 3.7 Overnight stay in any University property shall be strictly regulated. In case of unauthorized stay in the campus, the following sanctions shall be imposed.

DISCIPLINARY SANCTIONS

1st Offense – One-week suspension

2nd Offense – One-month suspension

3rd Offense – One-semester suspension

4th and subsequent similar offense – Dismissal from the University

- 3.8 Unauthorized use of name, logo and seal of the University in printed programs, invitations, announcements, tickets, and the like

In addition to other penalties for whatever damages the University may incur, the following sanctions shall be imposed to the erring student.

DISCIPLINARY SANCTIONS

1st Offense – Three (3) hours of campus service

2nd Offense – Six (6) hours of campus service

3rd Offense – Two-day suspension

4th and subsequent similar offense – One (1)-month suspension

- 3.9 Use of the University facilities shall be in accordance with the existing policies

In addition to other penalties for whatever damages the University may incur, the following sanctions shall be imposed to the erring student.

DISCIPLINARY SANCTIONS

1st Offense – One-week suspension

2nd Offense – One-month suspension

3rd Offense – One-semester suspension

4th and subsequent similar offense – Dismissal from the University

- 3.10 Unofficial or unauthorized participation in any off-campus activity

DISCIPLINARY SANCTIONS

1st Offense – Six (6) hours of campus service

2nd Offense – One-week suspension

3rd Offense – One-month suspension

4th and subsequent similar offense – One-semester suspension

- 3.11 Unauthorized release to the press or similar channels of public communication notices and other announcements about or on behalf of the University

DISCIPLINARY SANCTIONS

1st Offense – Two-week suspension

2nd Offense – One-month suspension

3rd Offense – One-semester suspension

4th and subsequent similar offense – Dismissal from the University

- 3.12 Unauthorized entry of visitors/guests invited by students/ organizations (e.g. lecturers, speakers, seminar participants, viewers of exhibits, and the like)

DISCIPLINARY SANCTIONS

1st Offense – Six (6) hours of campus service

2nd Offense – One-week suspension

- 3rd Offense – One-month suspension
- 4th and subsequent similar offense – One-semester suspension

3.13 Illegal posting of bills, posters, tarpaulins and the like

DISCIPLINARY SANCTIONS

- 1st Offense – Six (6) hours of campus service
- 2nd Offense – One-week suspension
- 3rd Offense – One-month suspension
- 4th and subsequent similar offense – One-semester suspension

3.14 Littering

DISCIPLINARY SANCTIONS

- 1st Offense – Six (6) hours of campus service
- 2nd Offense – One-day campus service
- 3rd Offense – One-week campus service
- 4th and subsequent similar offense – One-month campus service

3.15 Smoking (Including vape/e-cigarette)

DISCIPLINARY SANCTIONS

- 1st Offense – One-week suspension
- 2nd Offense – One-month suspension
- 3rd Offense – One-semester suspension
- 4th and subsequent similar offense – Dismissal from the University

3.16 Entering or being in school premises while intoxicated, bringing in and/or in possession of liquor and other intoxicating drinks in the University premises

DISCIPLINARY SANCTIONS

- 1st Offense – One-month suspension
- 2nd Offense – One-semester suspension
- 3rd Offense – Dismissal from the University

3.17 Gambling, betting or similar engagement in any game of chance within the school premises

DISCIPLINARY SANCTIONS

- 1st Offense – One-week suspension
- 2nd Offense – One-month suspension
- 3rd Offense – One-semester suspension
- 4th Offense – Dismissal from the University

- 3.18 Use of internet/IT facilities within the campus for gaming, pornography, cyber bullying and the like

DISCIPLINARY SANCTIONS

- 1st Offense – One-week suspension
- 2nd Offense – One-month suspension
- 3rd Offense – One-semester suspension
- 4th Offense – Dismissal from the University

- 3.19 Theft

DISCIPLINARY SANCTIONS

- 1st Offense – One-month suspension
- 2nd Offense – One-semester suspension
- 3rd Offense – Dismissal from the University

- 3.20 Vandalism and defacing the University property and/or any member of the PUP community

DISCIPLINARY SANCTIONS

- 1st Offense – One-month suspension
- 2nd Offense – One-semester suspension
- 3rd Offense – Dismissal from the University

- 3.21 Destruction and other intentional damage to University property, or of a person's property.

DISCIPLINARY SANCTIONS

- 1st Offense – One-month suspension
- 2nd Offense – One-semester suspension
- 3rd Offense – Dismissal from the University

In addition to the above sanctions, a fine equivalent to the value of the property destroyed/damaged shall be imposed.

- 3.22 Deliberate disruption of classes, academic function, official meeting or school activity which tends to create disorder or disturbance

DISCIPLINARY SANCTIONS

- 1st Offense – One-week suspension
- 2nd Offense – One-month suspension
- 3rd Offense – One-semester suspension
- 4th Offense – Dismissal from the University

- 3.23 Gross acts of disrespect, in word or in deed, which tend to put any member of the faculty, administration or non-teaching staff in ridicule or contempt

DISCIPLINARY SANCTIONS

- 1st Offense – One-month suspension
- 2nd Offense – One-semester suspension
- 3rd Offense – Dismissal from the University

- 3.24 Public and malicious accusation which causes dishonor, discredit, or contempt of the University or any of its office or harm its good reputation

DISCIPLINARY SANCTIONS

- 1st Offense – One-semester suspension
- 2nd Offense – Dismissal from the University

- 3.25 Direct or indirect assault upon the person or any member of the University academic community.

DISCIPLINARY SANCTIONS

- 1st Offense – One-month suspension
- 2nd Offense – One-semester suspension
- 3rd Offense – Dismissal from the University

- 3.26 Scandalous display of affection

DISCIPLINARY SANCTIONS

- 1st Offense – Six (6) hours of campus service
- 2nd Offense – One-day campus service
- 3rd Offense – One-week campus service
- 4th and subsequent similar offense – One-month campus service

- 3.27 Brawls on campus or at off-campus school functions.

DISCIPLINARY SANCTIONS

- 1st Offense – One-month suspension

2nd Offense – One-semester suspension

3rd Offense – Dismissal from the University

- 3.28 Tampering with, falsifying or causing the falsification of any official document like registration certificate, transcript of records, identification cards, certifications, and other documents of similar nature or purpose.

DISCIPLINARY SANCTIONS

1st Offense – One-month suspension

2nd Offense – One-semester suspension

3rd Offense – Dismissal from the University

- 3.29 Submission of falsified documents for admission

DISCIPLINARY SANCTIONS

If discovered prior to admission – Non-admission

If discovered after admission – Suspension, Dismissal, or Revocation of degree depending on the gravity of offense

- 3.30 Dishonesty, such as cheating during any examination, quiz or test, and plagiarism in connection with any academic work, the following acts shall constitute cheating and shall be punishable:

3.30.1 unauthorized possession of notes or any material relative to the examination, particularly when those are actually used;

3.30.2 copying from another's examination papers or allowing another to copy from one's examination papers;

3.30.3 having somebody else take the examination for him/her (in whichever case both shall be liable); and

3.30.4 passing off another's work as if it is one's own work—any assigned report, term paper, case analysis, reaction paper, and the like copied from another.

DISCIPLINARY SANCTIONS

- 1st Offense – Failing grade in the examination/quiz concerned
- 2nd Offense – Failing grade in the concerned course
- 3rd Offense – Dismissal from the University

- 3.31 Carrying of deadly weapons such as firearms, explosives, ice picks, knives, and the like within the University premises

DISCIPLINARY SANCTIONS

- Dismissal and filing of criminal case

- 3.32 Possession or use of prohibited drugs, such as LSD, marijuana, heroin, shabu or opiate of any kind

DISCIPLINARY SANCTIONS

(See Title 10 Section 3.6) – Drug Abuse Policy

- 3.33 All forms of bullying and/or harassment, threat and intimidation

DISCIPLINARY SANCTIONS

- 1st Offense – One-month suspension
- 2nd Offense – One-semester suspension
- 3rd Offense – Dismissal from the University

- 3.34 Filing of a false or inaccurate application form for the conduct of an initiation rite which does not constitute hazing

DISCIPLINARY SANCTIONS

- 1st Offense – One-week suspension of the incumbent officers and all members who participated in the unauthorized rite
- 2nd Offense – Two-week suspension of the incumbent officers and all members who participated in the unauthorized rite
- 3rd Offense – Dismissal

- 3.35 Holding of an initiation rite which does not constitute hazing without approval from the University

DISCIPLINARY SANCTIONS

- 1st Offense – One-week suspension of the incumbent officers and all members who participated in the unauthorized rite

2nd Offense – Two-week suspension of the incumbent officers and all members who participated in the unauthorized rite.

3rd Offense – Dismissal

3.36 Holding of an initiation which constitutes hazing

DISCIPLINARY SANCTIONS

(a) Expulsion of all incumbent officers, all members present during the hazing, members who has actual knowledge of hazing, and all members who participated in the planning of hazing; and (b) revocation of the registration of the organization

3.37 Sexual Harassment complaints including catcalls, sexually-explicit comments, sexist remarks and homophobic insult shall be referred to the Committee on Decorum and Investigation (CODI)

DISCIPLINARY SANCTIONS

(See Title 11 Section 2.9) – Procedures for the Settlement of Complaints/Grievances

Section 3. The above-mentioned sanctions shall be without prejudice to filing an appropriate criminal or civil case against the erring student.

Section 4. Cases falling under 3.1-3.10, 3.12-3.15 shall be handled by the ODSS. All other cases shall be referred by the ODSS to the Student Disciplinary Board. Sections 3.28 and 3.29 shall be referred to the University Legal Counsel Office, subject to the approval of the Vice President for Student Affairs and Services.

Section 5. The ODSS shall be the central repository of all records relating to student disciplinary cases, except cases handled by the Committee on Decorum and Investigation (CODI), and the University Legal Counsel Office.

Section 6. All offenses shall be reported to the parent/s or guardian/s of the offender through the Guidance, Counseling and Testing Services Office. Due process shall be observed by the University through its authorized representative/s.

Section 7. Appropriate disciplinary sanctions for non-observance of the University Rules or other infractions not covered by Title 9 shall be recommended by the Student Disciplinary Board (SDB) to be submitted to the Vice President for Student Affairs and Services before the final endorsement to the University President, subject to the provisions of Title 11, Section 2.6 of this Handboo

TITLE 10

DRUG ABUSE POLICY

Section 1. Policy Statement

- 1.1 In keeping with the dangerous drug abuse prevention program of the national government, the Philippine National Police (PNP), Philippine Drug Enforcement Agency (PDEA) or any authorized law enforcement agency may carry out any legitimate drug-abuse prevention activities/programs within the University premises, provided that the conduct thereof is properly coordinated and approved by PUP.
- 1.2 The conduct of random drug testing of students is mandatory pursuant to Section 36(c) of R.A. 9165. The random drug testing under Dangerous Drug Board (DDB) Regulation No. 6, s. 2003 and No. 3, s. 2009 shall ensure that such is implemented for drug prevention and rehabilitation purposes and shall guarantee and respect the personal privacy and dignity of the students. The drug test result shall be treated with utmost confidentiality and cannot be used in any criminal proceedings.

Section 2. Scope and Coverage

- 1.1 This Policy shall cover all student-applicants, currently enrolled students and returnees and transferees in all the colleges, branches and campuses of the University. The conduct of drug testing of students in the University shall comply with the parameters and limitations laid down by the Comprehensive Dangerous Drugs Act of 2002 (Republic Act No. 9165) and its Implementing Rules and Regulations, as well as the Dangerous Drugs Board (DDB) Regulation No. 6, Series of 2003, as amended by DDB Regulation No. 3, Series of 2009.

Section 3. Conduct of the Random Drug Testing

3.1 Coverage of the Students to be Tested

- 3.1.1 All currently enrolled students shall be covered by mandatory random drug testing.
- 3.1.2 sampling design shall be prepared by the Institute for Data and Statistical Analysis (IDSA).
- 3.1.3 The number and location of students to be tested shall be based on a Multi-stage Sampling of all currently enrolled students, with the sampling population yielding a statistical 95% confidence level for the whole student population.

- 3.1.4 The Drug Test Result from any DOH accredited drug facility shall be an admission requirement for all incoming freshmen students. Drug Test result must remain sealed and signed by authorized representative of a DOH-accredited drug facility, physician or private medical practitioners duly accredited to administer drug testing.

3.2 General Preparations

- 3.2.1 This Guideline shall be made available in the PUP Website.
- 3.2.2 The Committee shall supervise the overall implementation of the random drug testing in all the branches and campuses of the University.
- 3.2.3 All parents shall be notified through their son's/ daughter's Student Information System prior to enrolment of the purpose and manner by which the random drug testing shall be conducted. For student applicants (incoming freshmen, transferee and returnee), the notice shall be included in the list of admission requirements.
- 3.2.4 The content of the notice shall be as follows:

NOTICE TO PARENTS

Please be informed that pursuant to CHED Memorandum Order No. 18, series of 2018 and the University Anti-Drug Abuse Policy, all currently enrolled students shall undergo the mandatory random drug testing. The cost of the drug testing shall be borne by the University. In case the confirmatory drug test yielded positive results, PUP, is not barred from admitting the student, unless there is a valid reason not to admit such student on grounds other than the positive findings in the drug test. PUP guarantees full compliance with the Data Privacy Act of 2012 and ensures that all records will be strictly confidential and confirmed positive results shall not be a basis for disciplinary action unless the student concerned is held liable for violations of other University rules and regulations. Students found to be drug dependent shall undergo appropriate intervention and/or rehabilitation in accordance with the PUP Student Handbook.

With my conformity:

Name and Signature of Parent

- 3.2.5 Parents shall be required to sign the notice and conformity to the mandatory random drug testing. The acknowledgement receipt of the notice shall be made a requirement before enrolment of the students. For currently enrolled students, the acknowledgement receipt signed by parent shall be required before issuance of the registration card.
- 3.2.6 Failure by the parents and/or students to return the acknowledgement receipt of the notice shall not be a bar to the conduct of the drug testing and of the said students' inclusion in the sample.
- 3.2.7 The Committee, through the Office of the Vice President for Academic Affairs (OVPA) and Office of the Vice President for Branches and Satellite Campuses (OVBC) shall conduct orientation of all the Deans, Directors and Chairpersons relative to the implementation of this Policy.

3.3 Selection of Samples

- 3.3.1 The Committee shall supervise the identification of the students who will undergo the random drug testing based on the approved sampling design.
- 3.3.2 The Committee shall ensure the confidentiality and integrity of the random selection process. All the members of the Committee including their staff shall safeguard the confidentiality of the list of selected students in keeping with the required randomness as to time and place of testing.
- 3.3.3 Immediately after the end of the adjustment period, the Information and Communication Technology Office (ICTO) shall provide IDSA with the list of students including the name of their college and program. IDSA shall then conduct Multi-stage Sampling and transmit to ICTO the list of selected students. ICTO shall prepare the list of selected students with the date and time of testing. The list shall be transmitted to the Office of the Vice President for Academic Affairs (OVPA). The OVPA/OVBC shall inform concerned Dean/Director/Chairperson of the selection of their student/s in the coverage of the drug testing on the day of the actual drug testing.

3.4 Procedure for the Collection of Urine Samples and Testing for Drugs

- 3.4.1 Only Department of Health (DOH)-accredited drug facility or physician shall conduct the drug testing. The mandatory random drug testing of students in the PUP Main Campus shall be conducted by the drug testing service provider in the vicinity of the College of Law.
- 3.4.2 The collection of urine samples and the testing for drugs shall strictly follow the guidelines and protocols required by DOH.
- 3.4.3 Before proceeding with the specimen collection, the students selected to undergo the drug testing shall be given an orientation by the drug testing service provider on the process of drug testing, their rights, and the implications of the drug testing.
- 3.4.4 The students shall be requested to accomplish a drug testing form to be provided by the Committee. The form shall include information on any prescription medicines, vitamins, and food supplements that they have ingested within the past five (5) days.
- 3.4.5 Students who are already ready to give their urine sample shall approach the specimen collectors' table and select the specimen bottle that he or she will use.
- 3.4.6 To safeguard the integrity of the urine sample, the student will be accompanied by a specimen collector of the same gender to the private collection area, where the student will be asked to thoroughly wash and dry his or her hands, empty pockets and remove outer garments (jackets, etc.).
- 3.4.7 The collection of urine shall then be conducted. The student shall submit the urine sample to the specimen collector who shall examine, in the presence of the student, whether the urine collected can be accepted for testing.
- 3.4.8 If the urine sample is accepted, the student shall affix his or her signature and the date and time of the collection to the sealing tape. The specimen collector shall then seal the specimen bottle in the presence of the student.
- 3.4.9 The specimen collector and the student shall affix the final signatures on the drug testing form to attest to the regularity of the procedures done.

- 3.4.10 All the collected specimen shall be consolidated, packed and transferred to the custody of the DOH-accredited drug examination facility for the testing procedures, following the protocols of DOH for proper storage, handling and transport.
- 3.4.11 All the necessary documentation shall be submitted to the relevant offices as identified by the Committee.

3.5 Drug Test Results

- 3.5.1 All specimen submitted for examination shall have a corresponding laboratory result issued within 15 days.
- 3.5.2 A positive screening result shall be subjected to confirmatory analysis. The final report shall be based on the confirmatory results.
- 3.5.3 Screening laboratory results shall bear the signatures of the Analyst and the Head of the Laboratory. Confirmatory laboratory results shall bear the signatures of the Analyst, Chief Chemist and Head of the Laboratory.
- 3.5.4 The names of all students who were tested negative will be summarized in a result form, while the laboratory results for specimens testing positive in the confirmatory test shall be in individual result forms.
- 3.5.5 The results shall be placed in a sealed envelope and marked as confidential, and submitted for transmission to the Medical Services. For LGU-funded campuses which have no physician, the OCPS shall deploy registered guidance counselors during enrolment to open the drug test result and transmit result to the Medical Services.
- 3.5.6 The Medical Services shall keep record of all drug testing results.

3.6 Action on Drug Test Results

- 3.6.1 The Medical Services/Physician on duty (for LGU-funded campuses) shall inform the parents and students of the result of the test and how the information is regarded with utmost secrecy and confidentiality.
- 3.6.2 Pending result of the confirmatory test, the Medical Services shall notify the Admission Office of the

- pendency of the laboratory result. The student applicant shall be assured of the slot in course/program applied for.
- 3.6.3 For students who were tested positive after confirmatory test, Medical Services shall set a conference with the student and parents and the Office of Counseling and Psychological Services (OCPS) to discuss issues of drug use and possible dependency.
- 3.6.4 After the conference, the Director of Medical Services or Physician on duty (for LGU-funded campuses) or guidance counselor from OCPS shall refer the student and his/ her parent to a government-owned DOH-accredited facility or DOH-accredited government physician to determine the student's dependency level, at which the following shall be undertaken:
- a. Drug dependency level of the student shall be evaluated;
 - b. Cross reference of information shall be validated from the parent;
 - c. Treatment planning for the student shall be discussed and presented to the student and parent; and
 - d. Options for treatment should be discussed with the parent and student.
- 3.6.5 If a student is found to be a drug dependent, the Medical Services shall refer him or her to the OCPS, the Department of Social Welfare and Development (DSWD) or a local social worker for counseling and other interventions, at his/her option. The parent and the student may also choose to enroll the student in a private rehabilitation center or program or opt to avail of the rehabilitation services of the government through a DOH-accredited facility. If the parent and student would opt for private services, appropriate referrals will be done, taking note of the progress of treatment on a regular basis. Trained guidance counselors may also be utilized.
- 3.6.6 The student shall then undergo the prescribed intervention program under the supervision of the DOH-accredited facility or physician, or private practitioners, or social worker, in consultation with the parent. Such process of observation and counseling shall be done in coordination with the OCPS.

- 3.6.7 If the student shows no signs of improvement or recovery, or fails the drug test the second time, the DOH-accredited facility or physician may make a recommendation to the student, parent, and OCPS to have the student referred to a DOH-accredited facility suited to the student's level of dependency. If another drug testing is conducted for another period on the same student population, and the student is found positive the second time, the University shall proceed in accordance with Section 61, R.A. 9165.
- 3.6.8 If the parents refuse to act, the University shall proceed in accordance with Sec. 61 of RA 9165 (Compulsory Confinement of a Drug Dependent Who Refuses to Apply Under the Voluntary Submission Program).
- 3.6.9 Students and applicants who will be required to undergo in-house intervention or voluntary and compulsory confinement drug dependency shall file a Leave of Absence and may be re-admitted after completion of the intervention.
- 3.6.10 After intervention, the student shall submit clearance from Physician and proof of completion of intervention to the OCPS before re-admitted to the University. The OCPS shall furnish the Medical Services and Admission Office copy of said compliance.
- 3.6.11 Positive confirmatory drug test result under this Policy shall not be a ground for expulsion or any disciplinary action against the student and should not be reflected in any and all academic records. Under no circumstance shall the drug test results be used to incriminate any student for further legal action which may result to administrative /civil/ criminal liabilities.
- 3.6.12 Likewise, consistent with the requirements of confidentiality, the results of drug tests conducted shall not be used as evidence in any court or tribunal, where the subject student stands to be accused of any crime or felony, and for any other purpose.

3.7 Training of Guidance Counselors and Medical Personnel

- 3.7.1 PUP, in coordination with PDEA or other concerned agencies, shall formulate and conduct training programs for medical personnel, guidance counselors and faculty of the Department of Psychology who

will take part in the implementation of this Policy, to enhance their skills in handling drug dependency cases and they shall be encouraged to undergo DOH accreditation.

3.8 Enforcement of Compliance

- 3.8.1 The refusal to undergo testing shall not give rise to a presumption of drug use or dependency; however, students who refuse to undergo random drug testing shall be reported by the Committee to the Student Disciplinary Board (SDB) for appropriate action.

3.9 Subsequent Drug Testing

- 3.9.1 The timing of any subsequent drug testing of students shall be determined by the Committee.

3.10 Fees

- 3.10.1 The fee for drug testing prior to admission will be borne by the student-applicant. The student-applicant may choose to be tested in any DOH-accredited drug facility or in the authorized facility of the University.
- 3.10.2 The mandatory random drug-testing of all currently enrolled students shall be borne by the University.
- 3.10.3 All fees relating to intervention of students who are found to be drug-abuser shall be borne by the student.

Section 4. Confidentiality

- 1.1 PUP shall guarantee the strict confidentiality and integrity of the drug test results.
 - 1.1.1 All records must strictly be held confidential as provided for under the pertinent provisions of RA 9165. The University shall also ensure the provision of non-discriminatory intervention services.
 - 1.1.2 Pertinent provisions of R.A. No. 10173 otherwise known as the "Data Privacy Act of 2012" and its Implementing Rules and Regulations (IRR) shall be observed, particularly Chapter III thereof, which pertains to the "Processing of Personal Information"

to protect vital important interests of the data subject, including his life and health.

Section 5. Sanctions

- 1.1 Any member of the faculty, administration, or employee of the University who violates the rules of confidentiality of the conduct and results of the drug tests shall, in addition to the sanctions provided in the 2017 Rules on Administrative Cases in the Civil Service, be liable under Section 72 of R.A No. 9165 and other applicable law.
- 1.2 While positive confirmatory drug test result shall not be a ground for any disciplinary action against the student, the unjustified refusal of the student to undergo drug testing shall merit reprimand. The student who still refuses to undergo random drug testing after being reprimanded shall be refused enrolment/admission until he complies with the policy.

TITLE 11

PROCEDURES FOR THE SETTLEMENT OF COMPLAINTS/ GRIEVANCES

Section 1. The procedure for the redress and settlement of complaints and grievances in the University shall conform to the due process of law to ensure the highest degree of fairness and justice to all concerned. To the greatest extent, however, all concerned parties should seek all remedies through counseling, arbitration and amicable settlement of conflicts. In every case, the ultimate aim shall be the restoration of impaired human dignity and, where necessary, restoration of material damages. Sanctions and punishments shall be meted out sparingly, taking into consideration the capacity of individuals to learn and profit from their mistakes.

Section 2. The procedure for disciplinary cases is as follows.

- 2.1 For any complaints/grievance by a student or against the student, the aggrieved/concerned party must immediately inform the Office of the Director of the Student Services or the head of student services in the case of branches and satellite campuses.

- 2.2 The Office of the Director of the Student Services or the head of student services in the case of branches and campuses must attempt to settle all grievance/concerns through consultation and dialogue with the concerned parties.
- 2.3 In all cases, the ODSS shall endorse the parties to the Office of the Counseling and Psychological Services for intervention and assessment of the psychological condition of the parties.
- 2.4 For cases that are settled amicably, the OCPS shall give recommendation/assessment to the ODSS and in case of failure to arrive at an amicable settlement, the ODSS shall refer the case to the Student Disciplinary Board for appropriate action. The ODSS shall forward the case record and the assessment of the OCPS to the SDB.
- 2.5 Complaints, both disciplinary and non-disciplinary, must be in writing signed by the complainant/s, and filed before the Office of the Director of Student Services (ODSS).
- 2.6 Student Disciplinary Board (SDB)
- a. The Student Disciplinary Board (SDB) shall be composed of two representatives from the student sector, who shall be recommended by the SKM President; one representative from the faculty, who shall be recommended by the Faculty Federation; one representative from the administrative employees, who shall be recommended by the Employees Union, and one representative from the administration, who shall be designated by the University President. Majority of its membership shall constitute a quorum necessary for the conduct of disciplinary proceedings. The presiding officer shall be elected from among its members.

In the absence of the duly elected SKM President, a student representative to the SDB and CODI shall be recommended by the Student Regent.

In the absence of the duly elected SKM President and Student Regent, a representative to the SDB and CODI shall be recommended by the Director

of Student Services, and approved by the Vice President for Student Affairs and Services.

- b. The Student Disciplinary Board is mandated to submit to the President through the Vice President for Student Affairs and Services a written report of all the resolutions, findings, actions, recommendations and proceedings undertaken in the exercise of its adjudicatory functions.
- c. Upon receipt of the aforesaid referral, the SDB shall require the complainant to submit a sworn affidavit with proof of service to the respondent within a period of five (5) calendar days from receipt of the order. In the same directive, respondent will be given a period of three (3) calendar days to file counter-affidavit. Failure on the part of the respondent to comply shall be deemed a waiver thereof. Whenever necessary, reply to the answer and rejoinder may be allowed. The proceedings shall be summary in nature but with the view of protecting the right of the parties to due process.
- d. All cases referred to the SDB shall be resolved within ten (10) calendar days from submission for resolution.
- e. In the resolution of cases, the SDB shall be guided by the disciplinary sanctions provided under Title 9 hereof or recommend the same in accordance with Section 4 of Title 9, taking into consideration the justifying and mitigating circumstances attendant in a case.
- f. The decision of the SDB involving complaints where the penalty is lower than suspension of one (1) month shall be final. For complaints where the penalty is more than one (1) month suspension, the SDB shall make the proper recommendation to the Vice President for Student Affairs and Services who shall render a decision based on such recommendation.

Appeal – The decision of the Vice President for Student Affairs and Services may be questioned by way of an appeal within the period of ten (10) calendar days from receipt of the assailed decision to the Office of the President, whose decision shall be final and executory.

- 2.7 Cases initiated by student/s against faculty member or non-teaching personnel shall be referred by the ODSS to the OVPA, OVPA or OVPBC for appropriate action. The OVPA, OVPA, or OVPBC is required to furnish the ODSS copies of its resolution/s, recommendation/s, finding/s and/or action/s for record or referral purpose.
- 2.8 Where no settlement is reached by the parties, disciplinary or administrative cases shall be referred by the OVPA, OVPA or OVPBC to the President for the purpose of creating and constituting an investigation committee in accordance with CSC rules or by referring the case/complaint to the Office of the University Legal Counsel for appropriate action.
- 2.9 Sexual harassment cases shall be heard and decided pursuant to the provisions of CSC Resolution No. 01-0940, dated May 21, 2001, and the same shall be handled by the Committee on Decorum and Investigation (CODI) duly formed and constituted by the University President.

TABLE OF SCHOLASTIC DELINQUENCY AND ACTIONS TO BE TAKEN

RA 10931-UNIVERSAL ACCESS TO QUALITY TERTIARY EDUCATION

1. As stated in the Act, a student who has satisfied the admission requirements shall be eligible to avail Free Education provided that the student does not fall in the identified “ineligible” stated in Rule II Section 6 “Exceptions to Free HE”.

2. For a student to enjoy continued Free Education benefits, he/she must have good scholastic standing. However, in case of student's scholastic delinquency, the matrix below shows the action to be taken (based on PUP Student Handbook).

Number of Subject Failed/Withdrawn/Dropped	Action to be Taken (for 24 units load in previous semester)	Remarks
1 subject	Warning	Warning*
2 subjects	Warning with reduced Load by 3 units	Warning*
3 subjects	Reduced load by 6 units	Scholarship will be forfeited for the following semester (Paying)

4 subjects	Dismissal-dropped from the University	-
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Number of Subject Failed/Withdrawn/Dropped	Action to be Taken (for 21 units load in Previous semester)	Remarks
1 subject	Warning	Warning*
2 subjects	Warning with reduced Load by 3 units	Warning*
3 subjects	Reduced load by 6 units	Scholarship will be forfeited for the following semester (Paying)

4 subjects	Dismissal-dropped from the University	-
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Number of Subject Failed/Withdrawn/Dropped	Action to be Taken (for 15-20 units load in Previous semester)	Remarks
1-2 subjects	Warning	Warning*
3 subjects	Warning with reduced load by 3 units	Scholarship will be forfeited for the following semester (Paying)

4 subjects	Dismissal-dropped from the University	-
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***Note:** *For students who acquired a "Warning" for two consecutive semesters, their scholarship grant will be forfeited the following semester.*

3. Existing admission, retention, and graduation rules and policy of the University shall be upheld. It shall be used as a basis to complement the implementation of the Act.

APPENDIX 1

**PUP POLICY AND GUIDELINES FOR STUDENTS
WITH DISABILITIES****Purpose**

This policy aims to suffice the educational needs of students with disabilities, mannered to comply with relevant anti-discrimination and accreditation legislation, taking into account student learning needs while balancing the interests of all parties affected.

Coverage

The policy applies to all students who are officially enrolled and verified with medical disabilities.

Definitions

- a. *Disabled Persons* are those suffering from restriction or different abilities, as a result of a mental, physical or sensory impairment, to perform an activity in the manner or within the range considered normal for a human being;
- b. *Impairment* is any loss, diminution or aberration of psychological, physiological, or anatomical structure or function;
- c. *Disability* - shall mean (1) a physical or mental impairment that substantially limits one or more psychological, physiological or anatomical function of an individual or activities of such individual; (2) a record of such an impairment; or (3) being regarded as having such an impairment;
- d. *Handicap* - refers to a disadvantage for a given individual resulting from an impairment or a disability, that limits or prevents the function or activity, that is considered normal given the age and sex of the individual;
- e. *Social Barriers* - refer to the characteristics of institutions, whether legal, economic, cultural, recreational or other, any human group, community, or society which limit the fullest possible participation of disabled persons in the life of the group. Social barriers include negative attitudes which tend to single out and exclude disabled persons and which distort roles and inter-personal relationship;
- f. *Disabled Persons* - are those suffering from restriction of different abilities, as a result of a mental, physical or sensory impairment, to perform an activity in the manner or within the range considered normal for a human being
- g. *Learning Disability* - is any disorder in one or more of the basic psychological processes (perception, comprehension, thinking,

etc.) involved in the understanding or in using spoken or written language.

- h. *Mental/Psychosocial Disability* – is defined as any acquired behavioral, cognitive, emotional or social impairment that limits one or more activities necessary for effective interpersonal transactions and other civilizing process or activities for daily living such as but not limited to deviancy or anti-social behavior
- i. *Orthopedic Disability* – is a disability in the normal functioning of the joints, muscles and limbs.
- j. *Rehabilitation* – is an integrated approach to physical, social, cultural, spiritual, educational and vocational measures that create conditions for the individual to attain the highest possible level of functional ability
- k. *Visual Disability* – is one who has impairment of visual functioning even after treatment and/or standard refractive correction, and has visual acuity in the better eye of less than (6/18 for low vision and 3/60 for blind), or a visual of less than 10 degrees from the point of fixation. A certain level of visual impairment is defined as legal blindness. One is legally blind when your best corrected central visual acuity in your better eye is 6/60 or worse or your side vision is 20 degrees or less causing disability.

Policy Statement

The PUP community values diversity among students, recognizing their rights to equitable access to learning. The school will assist the full participation of students with disabilities by:

- Valuing students' individualities, recognizing and responding to their needs;
- Identifying the barriers that limit the students' opportunities and participation to different school activities;
- Providing appropriate level of resources to accommodate the needs of students with disabilities;
- Consulting with the students, parents, and medical professionals to make well-informed decisions about the programs to be enrolled by the students with disability;
- For students who have been verified with disabilities, assign a designated office which will assist in helping to meet the students learning needs and who will also review periodically to discuss their progress;
- Make reasonable adjustments for course work requirements like homework deadlines, teaching methods, project submissions and assessment procedures to meet the the needs of students with disabilities;
- Providing physical environments that are conducive, accessible,

- safe and welcoming;
- Respecting the rights of students with disabilities, with utmost privacy and confidentiality;
- Formulate fair and transparent enrolment procedures for all students, including those with disabilities;
- Foster a positive, informed and unprejudiced attitude among staff and students towards people with disabilities; and
- Providing support and assistance to students with disabilities to devise an adequate alternative educational arrangement when the College is unable to meet their needs.

Processes

The university provides educational programs which cater for the individual learning needs of students, where enrollment applications are received from students with disabilities, the following processes will apply:

The university will take into account the individual support needs of the applicant and the capacity for the university to provide an appropriate educational program for the student. In particular, the university will assess the level of special service or facilities and the learning support required under the “Magna Carta for Disabled Persons (RA 7277)”

I. Admission

Ensure that the enrollment process can be completed without undue hardship so that a student with disability has opportunities and choices in admission that are comparable with those offered to a prospective student without disability.

II. Support

Develop an environment that is welcoming and supportive of students.

- A. *The Office of the Counseling and Psychological Services (OCPS)* acts as the arm in assisting students, especially those with disabilities, in understanding their psychological essentials, providing programs that meet the needs of the students with disabilities which may result to some form of assessment.
- B. *The Medical Services Office* keeps up-to-date medical profiles of students with disabilities, assisting whenever

necessary in terms of medical and dental services, which includes an annual report of a list of students with disabilities.

- C. *The Office of the Vice President for Student Affairs and Services and Office of the Vice President for Academic Affairs*, closely monitor the holistic progress of students with disabilities.

III. Access and Participation

Facilitate the accessibility of facilities and equipment, and the participation of students with disabilities as full-fledged as possible in the campus to create a whole school approach into meeting the needs of all learners, delivering academic and non-academic programs in a variety of ways that live out our commitment towards inclusive education. Portray our shared belief that all students can learn by ensuring that the program is engaging and challenging for all students, and that students with disabilities are given equal opportunity to demonstrate their skills and knowledge.

- Each student with a disability must be provided a modified course program, like flexible delivery modes, appropriate learning activities with the use of assistive technology in circumstances in which they may not be able to participate for an activity.
- Formulate programs that address the social and or emotional needs of students who are in need of support.
- Accommodations are made appropriate to enable participation of students with disabilities in co-curricular activities such as sports and different cultural activities.

IV. Discrimination-Free Culture

Live out the values proclaimed to affirm the importance of positive relationships among everyone involved in a student's learning. Showcase conduct of behavior that promotes mutual respect, and facilitate grievance process by ensuring expressions of concern or complaints of discrimination and harassment are dealt with promptly, sensitively and confidentially.

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It is hoped that every PUP student will take full advantage of the opportunities the University offers, and assume responsibility for developing himself to the fullest during his/her studies, so that eventually he/she will be able to contribute to the building of a truly prosperous, independent, and sovereign Philippines. May each *Iskolar ng Bayan* relentlessly search for and defend the truth; acquire moral and spiritual values; become more conscious of our rich cultural heritage; develop self-discipline, nationalism, and social consciousness; realize the need to defend human rights; become liberally educated to understand and appreciate life more broadly; become conscious of the country's technological, social, and politico-economic development; and use, as well as propagate, the national language and other Philippine languages without neglecting to develop proficiency in English and other foreign languages required by his/her own field of specialization.

Imno ng PUP

(Komposisyon nina Siegfredo Calabig,
Susan Roldan, at Raffy Amaranto)

Sintang Paaralan, tanglaw ka ng bayan
Pandayan ng isip ng kabataan
Kami ay dumating na salat sa yaman
Hanap na dunong ay iyong alay.
Ang layunin mong makatao
Dinarangal ang Pilipino
Ang iyong aral, diwa, adhikang taglay
PUP, aming gabay
Paaralang dakila
PUP, pinagpala.
Gagamitin ang karunungan
Mula sa iyo, para sa bayan.
Ang iyong aral, diwa, adhikang taglay
PUP, aming gabay
Paaralang dakila
PUP, pinagpala