**SANCTIONS FOR MINOR OFFENSES ONLY**

1st Offense-Oral Reprimand (COUNT 1)

2nd Offense-Written Reprimand and response.3 hours community service (COUNT 2 OF SAME OFFENSE)

3rd offense-2 days suspension (COUNT 3 OF SAME OFFENSE)

4- Offense- at least 2-week suspension COUNT 4 OF SAME OFFENSE)

**The following fall in this category: (MINOR OFFENSE)**

1.No ID or improper display of ID

2.Disruption of classes or any academic activity or school function

3.Intoxication or being under the influence of liquor or prohibited substances

4.Possession of (i.e., bringing) alcoholic beverages on campus

5.Misuse of university facilities

6.Use of obscene or vulgar language

7.Littering (refer to fines for littering)

8.Tampering with electrical switches and other University fixtures or gadgets.

9.Public display of intimacy other such acts that offend the sensibilities of theother members of the community

10.Use of classroom and other school facilities for any purpose without reservation or permission from proper authority

11.Use of cellular phones and other electronic communication devices in class, or during school functions

**D. MAJOR VIOLATIONS**

**C.1 MAJOR OFFENSES which carry a sanction of at least TWO-WEEK SUSPENSION**

1.Any form of cheating (or any other form of academic dishonesty) on an examination which may include talking, whispering, using cheating materials, looking at the papers of others, making unnecessary noise, or any other suspicious behavior or any combination of these actions during an examination.

2.Fraud or attempted use of fabricated or altered data in assessment items, and possession or distribution of “leaked” examination paper and questions.

3.False representation, i.e., in an examination for another person or completing or substantially completing an assessment item for another person.

4.Erasing, removing, tampering or destroying of official notices and posters.

5.Disrespect to a teacher, other university personnel or fellow student.

6.Any form of vandalism which include (among others) writing or drawing on walls, furniture, books or any other resources or materials owned by the University

7.Any form of gambling in campus or at off-campus university functions

8.IT misuse which include but are not limited to the following:

a) Using the University’s computers, their associated and networks without written authorization.

b) Disclosing passwords or similar information that allows access to the University’s computers, workstations, hubs, switches and other associated peripherals and networks without written authorization.

c)altering information such as changing password of someone else’s account, etc.

d)Damaging or destroying information (deleting someone else’s file, etc.)

e) Using someone else’s account and /or sending offensive email

f) Preventing and interfering with authorized use of information

g) Installing software in University computers without written authorization from the computer center.

h) Changing the configuration of installed software, operating system and / or hardware without proper authorization.

9.Commission of fourth minor violation.

C.2 **MAJOR OFFENSES which carry a sanction of DISMISSAL from the University roster**

1.Bribery or attempted bribery or offering of inducements by students with the purpose of influencing the outcome of an assessment process or grade awarded for a subject.

2.Intentionally making a false statement or conducting fraudulent, act or deception in connection with anything that has to do with the University.

3.Unauthorized solicitation, collection or extraction of money, checks or other instruments as equivalent to money, in connection with matters pertaining to the University.

4.Misuse of university/student funds

5.Borrowing, lending or using another person’s ID, i/e Tampering, manufacture/ use of fake ID cards.

6.Forging or tampering official university records or transfer forms, or knowingly presenting and using such altered forms, securing, using transfer credentials under false pretenses

7.Plagiarism or using or attempting to use another person’s work without acknowledgement. The phrase “ using another person’s work” includes, but not limited to: paraphrasing the work of another person;directly copying any part of another person’s work;summarizing the work of another person; using or developing an idea or theme derived from another person’s work; using experimental results obtained from another person’s work; representing falsely the individual contributions of the collaborating students where individual contributions are to be identified (as in the case of collaborative projects); and colluding with or allowing others to use one’s work and pass it off as his/her own.

8.Instigating, leading or participating in an unlawful activity leading to stoppage or disruption of classes.

9.Criminal act which was proven in court.

10.Possession or use of firecrackers and other dangerous compounds in campus

11.Participation or involvement in scandalous or immoral acts in or off campus that cause ill-repute to self, others and the University

12.Possession or distribution of pornography and related materials, i.e., accessing, producing and/or transmitting pornographic materials and images through any means.

13.Prostitution or involvement in a sexualactivity for payment

14.Misrepresentation or unauthorized use of the name of Ateneo de Zamboanga university

15.Theft or stealing

16.Data privacy violation, which may include, but is not limited to, stealing or attempting to steal another person’s data.

17.Infliction physical injuries on others

18.Fighting or any form of violence in campus or at university functions off-campus

19.Assault on or threats to a teacher and other university personnel

20.Bullying, i.e., using any means to intimidate a student or any member of the University community

21.Participating in any action which would degrade the performance of the University’s IT resources which includes but is not limited to Denial of Service Attacks launched from off-campus IT resources.

a) Introducing computer viruses or anything that endangers the security of the University’s computer networks, workstations and users

b) Using the University’s IT resources to launch, initiate or support any of the above against other institutions or person

c) Downloading and / or uploading materials which would violate copyright laws or inconsistent with the University’s vision-mission

d) Cyber bullying, i.e., use of technology and social media to destroy or harm another person’s reputation and dignity22.Membership organizations which are deemed subversive, who espouse violence or whose values are inconsistent with the University’s vision and mission

23.Membership inGreek-lettered organizations or other societies of the same nature, knowingly or covertly. This includes recruiting others or holding initiation rites, meetings and other activities in campus.

24.Sexual Harassment (refer to AdZU policy on Sexual Harassment)

25.Commission of second major violation (the first of which was sanctioned by a suspension.)

**C.3 MAJOR OFFENSES which carry a sanction of EXPULSION (MAJOR OFFENSES)**

1.Involvement in terrorism or radical extremism

2.Possession or use of deadly weapons and explosives

3.Hazing or any act which constitutes part of initiation rites that injures, degrades, or harms any fellow student or an outsider.

4.Threatening someone with infliction upon his/her person, honor, property or any act amounting to a crime.

5.Misuse and/or abuse of information Technology (IT) resources accessing a university computer server, workstation, associated peripheral and/or network without proper authorization. These include but are not limited the following: