

MAJOR OFFENSE		1st OFFENSE	2nd OFFENSE	3rd OFFENSE
a. Cheating in any form before or during an examination, such as quizzes, long tests, written reports including papers, case analysis, experiments, or assignments required. The following acts of cheating shall be dealt with a penalty by the faculty, proctor, and the Dean of the college to which the student belongs. The case should also be filed in writing to the SDO for proper documentation and processing.		Category 1 & 0 in exam	Category 2 & 0 in exam	Category 3
	i. Unauthorized possession of notes or any material related to the examination whether the student uses them or not.	Category 1 & 0 in exam	Category 2 & 0.0 in subject	Category 3
	ii. Copying or allowing another student to copy during examination.	Category 1 & 0 in exam	Category 2 & 0.0 in subject	Category 3
	iii. Glancing or looking at another student's examination papers, allowing another student to glance or look at their examination paper.	Category 1 & 0 in exam	Category 2 & 0.0 in subject	Category 3
	iv. Communicating with other students and using the electronic device without permission from the proctor/teacher during the examination.	Category 2 & 0.0 in subject	Category 3	
	v. Plagiarism and other forms of academic dishonesty.  All the statement must be deleted because if the faculty members will be reporting the incident of cheating or any forms of academic dishonesty it will be process as case filed for first offense to avoid confusion	Category 2 & 0.0 in subject	Category 2 & 0.0 in subject	Category 3
	vi. Leaking examination questions to another or other students	Category 2 & 0.0 in subject	Category 3	
	vii. Having somebody else take an examination or test for another or prepare a required report or assignment. If both parties are students, both are liable.	Category 2 & 0.0 in subject	Category 3	

b. Habitual disregard or willful violation of established policies, rules or regulations consisting of three (3) minor offenses of the same kind or nature, or five (5) minor offenses of different kinds or nature	Category 2	Category 3	
c. Vandalism, unhygienic use, or destruction of property belonging to the University or to a member of the faculty, administrator, co academic personnel, another student or to a visitor while in campus	Category 2 and will be charged for damages	Category 3 and will be charged for damages	
d. Bringing in, carrying, possession or use of deadly weapons inside the University premises or outside the University during an academic function or school activity	Category 3		
e. Deliberate disruption of an academic function or school activity which tends to create disorder, tumult, breach of peace or serious disturbance not necessarily connected with the function or activity	Category 2	Category 3	
f. Brawl within the University premises or during an academic function or school act outside the University	Category 2	Category 3	
g. Inflicting physical injuries on another inside the University premises or during an academic function or school activity outside the University	Category 3		

h. Unauthorized bringing in, carrying, possession or use of prohibited drugs or chemicals without proper prescription inside university premises or during an academic function and off campus activities, and any other violation of the provisions of R.A. 9165, otherwise known as the "Comprehensive Dangerous Drugs Act of 2002"	Category 4		
i. Unauthorized bringing in or drinking of liquor or any alcoholic beverages inside the University premises or during off campus activities or entering the University premises or attending academic functions and any school activities under the influence of liquor or alcoholic beverages	Category 2	Category 3	
j. Gross acts of disrespect in words or in deed that tend to put the University or any administrator, member of the faculty, co academic personnel, security guards, maintenance personnel, students and visitors in ridicule or contempt.	Category 2	Category 3	
k. Direct assault upon the person of any member of the administration, faculty, co-academic personnel, or any student or person vested with authority	Category 3		
l. Threatening another person with any act amounting to crime, delict or wrong, or with the infliction of any injury or harm on the person's honor or integrity	Category 2	Category 3	

m. Acts of lewdness or commission of any act of immorality; the possession, display, or distribution of pornographic materials inside the University including accessing internet sites that do not correlate to any specific subject or course within the University	Category 1	Category 2	Category 3
n. Acts that bring the name of the University into disrepute such as public and malicious imputation of a crime, or of a vice or defect, real or imaginary, or any act, omission, condition, status, or circumstance, tending to cause dishonor, discredit, or contempt to the name of the University	Category 2	Category 3	
o. Unjust enrichment or stealing whether attempted, frustrated or consummated	Category 3		
p. Unauthorized collection or exaction of money, checks or other instruments as equivalent of money in connection with matters pertaining to the University	Category 3		
q. Forging, falsifying, or tampering of academic or official records or documents of any kind; or intentionally making a false statement of any material fact, or practicing fraud or deception in connection with anything that pertains to the University	Category 3		
r. Gambling in any form inside the University or during an academic function or school activity outside the University	Category 2	Category 3	
s. Acts of subversion	Category 1	Category 2	Category 3

t. Conviction before any court for a criminal offense involving moral turpitude against person	Category 4		
u. Membership in a fraternity or sorority for students. This includes membership in any unrecognized organization that subscribes or participates in any violent act.	Category 3		
v. Encouraging students to violate their Non Fraternity Contracts by inviting them to join a fraternity, sorority or any organization not recognized by the University	Category 3		
w. Any kind of provocation that results in heated verbal or physical confrontation between students and group of students	Category 3		
x. Hazing or physical injuries for initiation, admission, or continuance of membership in any organization, society, or group, whether open or secret. For this purpose, the members who were present shall be liable whether they participated in the hazing. The officers of the organizations, society, or group shall also be responsible whether or not they are present during the hazing incident.	Category 4		
y. Computer security breach. Accessing a university computer or computer network without authority or beyond authorized access. Acts that constitute computer security breach include but are not limited to the following:	Category 2	Category 3	

i. Alternating information (e.g., changing the password of someone else's account and changing the data in files beyond one's authorized access, etc.), damaging or destroying information (e.g., deleting someone else's file, etc.)	Category 2	Category 3	
ii. Introducing false information (e.g., using someone else's account and sending offensive mail, cyber bullying, etc.)	Category 2	Category 3	
iii. Preventing authorized use of information; or	Category 2	Category 3	
iv. Preventing normal operation of computers or computer networks of the University (e.g., changing the configuration or CMOS set-up of a PC, introducing computer virus, etc.)	Category 2	Category 3	
z. Entering any restricted area within the University without prior authority	Category 1	Category 2	Category 3
aa. Perjury, defined as testifying falsely in any administrative proceeding, or knowingly making untruthful statements in documents under oath when such oath is required	Category 2	Category 3	
bb. Possession or exploding of firecrackers inside the University premise during academic functions or school activities	Category 3		
cc. Lending ID to another or using someone else's ID	Category 1	Category 2	Category 3
dd. Making sexual advances in words or deeds to another student or to any member of the academic community	Category 3		

ee. Such other acts as may be determined by university authorities provided the application is prospective and properly disseminated to students through official announcements	Category 2	Category 3	
ff. Any forms of bullying such as cyber, physical, mental, verbal and others	Category 2	Category 3	
gg. Failure to comply with the University Drug Testing Program	Category 2	Category 3	
hh. Smoking cigarette and vape, drinking alcoholic beverages and playing cards inside school premises are strictly prohibited	Category 2	Category 3	
jj. Recruitment of fellow student to join fraternity or sorority that are not recognize by the University	Category 3		
kk. Bringing –in electronic cigarette/vape and cigarettes within the University premises.	Category 1 & items will be confiscated		
ll. Any inappropriate statement in the chat box/ chat room such as impolite and rude words.	Category 2	Category 3	
mm. Any kind of provocation among group of students during online class	Category 2	Category 3	
nn. Academic dishonesty during online class	Category 2	Category 3	
oo. Disregarding guidelines in online class etiquette	Category 2	Category 3	
pp. Deliberate disruption of an academic function during online classes	Category 2	Category 3	
qq. Use of inappropriate words/statements posted in any social media against any members of the University	Category 2	Category 3	
rr. Violation of Student Athlete Dormitory Rules and Regulations amounting to misconduct or major offense as defined in this handbook	Category 2	Category 3	
ss. Misconduct	Category 2		

tt. Possession or exploding of improvise explosive device (IED) inside the University premises during functions academic or school activities.	Category 2		
uu. Acts of lasciviousness	Category 4		
vv. Sexual assault	Category 2		