

Republic of the Philippines

CITY UNIVERSITY OF PASAY

118 Pasadeña St. F.B. Harrison Pasay City

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Foreword

This student manual is intended as a guide to all students of the City University of Pasay (CUP). In your journey of maturity, you shall be guided by the University's philosophy.

Treasure this handbook and let it be your armor to shield you against error. Follow the university rules and regulations, policies, guidelines and procedures which are contained in the handbook and you will find that the way to the attainment of your academic goal is not at all difficult.

C.U.P. is your second home. Your teachers and administrators will help develop you into the kind of person you ought to be-physically, emotionally, mentally, and morally mature, globally competitive and proficient in his chosen vocation.

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A STUDENT'S PROMISE

When I decided to enroll in the City University of Pasay, I am fully aware that it is my duty to obey its rules and regulations. In this regard, I promise to do the following:

1. I will wear the prescribed University uniform for male students.
2. I will always wear my ID properly within the University premises.
3. I will not use another person's ID or lend my ID to anyone.
4. I will keep my hair proper, neat and clean always.
5. I will be honest and courteous, and will honor and respect my elders in the University.
6. I will not smoke in the campus or in places where smoking is prohibited.
7. I will not come to school under the influence of liquor / alcohol.
8. I will never indulge in prohibited drugs and gambling.
9. I will not bring or play cards in school.
10. I will not carry explosive, incendiary materials, knife and other deadly weapons, and will not get involved in any fight or brawl.
11. I will never steal.
12. I will never cheat in any test or examination in school.
13. I will not use obscene/profane or improper language. I will not read or carry any pornographic material. I will not commit any malicious or obscene act on or with any member of the university.
14. I will not loiter, run, shout or speak in a loud voice in the corridors and on the campus, or make unnecessary noise.
15. I will, at all times behave as a gentleman. I will not be arrogant or ill-mannered to my superiors or duly authorized persons. I will behave properly, respect my lady companion and avoid public display of affection (PDA).
16. I will not destroy or deface any school property. I will not post/write any announcements, notices advertisements or messages on the walls of the university without the approval of the proper authorities.

17. I will help preserve the cleanliness of the school rooms and grounds. I will not litter or do any act that will detract from the cleanliness of the university.
18. I will not bring food or drinks to the classrooms or the classroom corridors
19. I will not participate in any subversive activity.
20. I will not be a member of, and will not join any fraternity, or organization that is not recognized by the university.
21. I will observe all other rules and regulations of the university.



I UNDERSTAND THAT ANY BREACH OF MY PROMISE MAY MEAN MY SUSPENSION, DISMISSAL, OR ANY DISCIPLINARY ACTION THAT THE UNIVERSITY AUTHORITIES MAY DEEM PROPER.

Signature above PRINTED name

Course / Year Date

(This copy must be submitted to the Office of Student Affairs and Community Services)





Pasay, Mabuhay ka!

I

Mabuhay! Lungsod ng Pasay
Perlas ng Kamaynilaan
Hangad ay kaunlaran
Sa lahat ng larangan

II

Mabuhay! Lungsod ng Pasay
Dungawan ng sandaigdigan
Ugaling mapagtanggap ng
Tunay na mamamayan

III

Pasay! Mahal kong bayan
Sapuso'y nag-iisa
Pasay, dakilang bayan
Pasay, Mabuhay ka.

IV

Ang lahat ay Maka-Diyos,
makabansa, makatao,
masinop at mapagmahal
Ang tunay na Pasayeño!

(Repeat III 2x)

Pasay, Mabuhay ka!

City University of Pasay

Hymn

City University of Pasay
Pandayan ng karunungan
Tanglaw ka at gabay sa aming buhay
Pag-asa ng kabataan

Kami ngayon ay narito at nagpupugay
Nang buong kagalakan
Ang iyong dangal ipagtanggol
Kahit saan, kahit kalian
Ang dakilang mithii' ng layunin
Ay ating makakamtan

City University of Pasay
Pandayan ng karunungan
Buong giting ating ipagbunyi
Isigaw: MABUHAY!
Buong giliw ating ipagbunyi
Isigaw: MABUHAY!

History

The Pamantasan Ng Lungsod Ng Pasay (PLP) was founded on May 26, 1994 by virtue of City Ordinance No. 3939, as amended by City Ordinance No. 4155. The Constitution was conceptualized by the late Mayor Hon. Pablo N. Cuneta, and the city councilors. Its major purpose was to provide quality education at a minimal cost to the less privileged but deserving students of the city and to some others who can meet certain admission requirements set forth by the Board of Regents. Pamantasan Ng Lungsod Ng Pasay (PLP) has been renamed "*City University of Pasay*" (CUP), by virtue of an amendment made in a year 2011 (City Ordinance No. 4604, S-2011). The latest of the series of amendment to CUP Charter is Ordinance No. 5363, series of 2013 which amended Section 1& 2 of Article 3; Section 3 of Article 4 of Ordinance No. 4604, Series of 2011. Hereunder are the amendments made over the period of 20 years on the CUP Charter.

- City Ordinance No. 271, Series of 1994 - Establishment of Pamantasan ng Lungsod ng Pasay
- City Ordinance No. 3939, Series 2007 - Revised Charter of Pamantasan ng Lungsod ng Pasay (First Revision)
- City Ordinance No. 4155, Series of 2008 – Revised Charter of Pamantasan ng Lungsod ng Pasay (Second Revision)
- City Ordinance No. 4604, Series of 2011- Revised Charter of Pamantasan ng Lungsod ng Pasay adopting a new name "*City University of Pasay*"
- City Ordinance No. 5362 S- 2013

The declaration of policy of Ordinance 5362 states: "it shall hereby be declared the policy of the City of Pasay to be genuinely committed, in consonance with the policy of the State, to promote the right of all citizens to quality education at all levels and to make such education accessible to all. Moreover, the City of Pasay, aware of its obligations to give poor but deserving, talented and gifted students of the City, the opportunity to develop their potentialities, is committed to establish tertiary education.

At the outset, the school started with 384 students and 11 faculty members, holding evening classes at the Pasay City West High School. Dr. Felimon Salas and his staff at the guidance research center composed the working group for the university which paved the way

toward the recognition of the university as an institution of higher learning.

The Division of City Schools, Pasay City played a significant role in the development of the Pamantasan providing not only the consultative services but also personnel services including the use of school facilities such as buildings, classrooms, desks, boards and to some extent supplies and other materials and equipment for instructional purposes.

Today the CUP offers degree programs in areas of teacher education, Law, business education, nursing and health education, hotel and restaurant management, Computer education and Graduate Studies.

The School of Law is composed of young and dynamic law professors with strong dedication and commitment to produce new lawyers for the country.

The School of Graduate Studies offers two graduate degree programs in educational management and public governance. The college serves as the research center maximizing the use of the faculty resources, data banking and research forums. The graduate school Faculty are holders of doctorate degree in educational management.

Today CUP looks forward to achieving the objectives of the city and the tertiary education as well as working toward accreditation.

Vision

City University of Pasay aims to achieve quality and world class education which is competency-based, value-laden and technology oriented.

Mission

To produce men and women equipped with adequate and relevant knowledge, skills and values that will enable them to practice their professions and to lead quality life in a democratic, just, peaceful and progressive society.

Goals

City University of Pasay has the following objectives:

1. To provide quality post-secondary education at a minimum cost to the less fortunate but talented and deserving students preferably bonafide residents of the City of Pasay;
2. To develop more fully the Filipino intellect and physical capabilities and social usefulness;
3. To inculcate in the students a profound sense of patriotism, nationalism, and integrity, and prepare them to be more responsible citizens and leaders in their respective communities, the city and their country;
4. To advance human knowledge through the integration of instruction research and community extension;
5. To provide advance studies and professional training in public affairs, scientific, cultural, technological, industrial and vocational fields;
6. To develop curricular program of studies, which are relevant and responsive to the needs of society and government, education, business, and industry, both locally and globally; and
7. To promote an increasingly high order of moral and cultural values.

Curricular Programs

College	Program
College of Education	<ul style="list-style-type: none"> • Bachelor in Elementary Education • Bachelor in Secondary Education
College of Nursing and Midwifery	<ul style="list-style-type: none"> • Bachelor of Science in Nursing • Associate in Midwifery
College of Law	<ul style="list-style-type: none"> • Bachelor of Laws
College of Business Administration	<ul style="list-style-type: none"> • Bachelor of Science in Business Administration
College of Arts & Sciences	<ul style="list-style-type: none"> • Bachelor in Public Governance • Associate in Hotel & Restaurant Management
College of Office Administration and Computer Technology	<ul style="list-style-type: none"> • Bachelor of Science in Office Administration • Associate in Computer Technology
College of Graduate Studies	<ul style="list-style-type: none"> • Master of Arts in Educational Management • Master in Public Governance

The City University Officials

The University Officials are the following:

1. The President;
 2. Vice-Presidents;
 3. The School Registrar
 4. Dean of Colleges;
 5. Directors and Heads of Services;
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Dr. Concepcion C. Libuit
President, City University of Pasay (CUP)

Dr. Elvira Irene G. Ramos
Vice President for Academic Affairs

Dr. Rosanie F. Estuche
Associate Vice President for Academic Affairs

Martin Elwood S. Rivera
Vice President for Administration

Atty. Severo C. Madrona Jr.
Vice President for Legal Affairs

Cleofe T. Castor
School Registrar

Dr. Melitona D. Bernardino
Guidance Director

Arlene N. Cuneta
Cashier

Melvin M. Crisostomo
Dean, Office of Student Affairs

COLLEGE DEANS

Atty. Severo C. Madrona Jr.
College of Law

Dr. Remedios M. Bal'Oro
College of Graduate Studies

Dr. Romulo E. Navarra
College of Business Administration

Dr. Ana Maria V. Barbieto
College of Education

Iris C. Castillon
College of Nursing & Midwifery

Dr. Maribel R. Gabuat
College of Office Administration and Computer Technology

Marcos B. Geronga
College of Arts & Sciences

DEPARTMENT HEADS

Engr. Rommel S. Hernandez	Mathematics and Alumni Affairs
Dr. Gloria Y. Yan	MAED, MPG & Social Sciences
Eroll A. Beja	English and Community Extension Services
Eligia T. Lopena	Filipino
Dr. Elsie C. Camba	Office Administration & Community Extension
Jerry A. Villanueva	NSTP & Physical Education
Cesar C. Carreon	Computer Technology
Elizabeth B. Umali	Marketing Management
Alex D. Balangon	Operation Management
Dr. Rosalinda M. Llamas	Elementary & Secondary in Education
Susan C. Espadon	Clinical Coordinator, CONM
Arceli A. Francisco.....	Academic Coordinator, CONM
Honeyliza D. Poblete	Hotel & Restaurant Management
Alan D. Balangon.....	Public Governance
Rosvibeth C. Ablon	Science
Rowena R. Remoroza.....	Campus Ministry

GENERAL ADMISSION
Admission/Enrollment

Section 1: For New Students and Transferees

Required Documents

1. Result of the Entrance Examination from the Guidance Section;
2. Original copy of Form 138 (High School Card) or PEPT Acceleration Certificate, ALS;
3. Original copy of Letter of Recommendation and/or Certificate of Good Moral
4. Moral Character from the Principal or Guidance Counselor;
5. Certified True Copy of Birth Certificate (NSO);
6. Barangay Certification (for Pasay Residents) that applicant is a bona fide resident of the Barangay;
7. Voters ID card or Voters certification (for Pasay residents);
8. Barangay Clearance (for non- Pasay Resident);
9. Honorable Dismissal (for transferee);
10. Five (5) copies 1 1/2 x 1 1/2 latest pictures;
11. One (1) long brown envelope.
12. Entrance Examination

Section 2: Old Students should submit the following document:

1. Report of Grades (Grade Assessment Record);
2. Accomplished Clearance;
3. University Student ID for semestral validation;
4. Students who have failed in one or two subjects are required to re enroll in the subjects to which they incurred a failing mark;
5. Over loading of units is subject to the prior approval of the College Dean concerned and Registrar;

Section 3: Applicant for Second Course should submit:

1. Transcript of Records (TOR);
2. Birth Certificate (N.S.O copy) for non-CUP graduate;

Section 4: Graduate Studies: students must present the following

1. Transfer Credentials;
2. Original Transcript of Records with S.O. number (if applicable);
3. Certified True Copy of NSO Birth Certificate;
4. Evaluation by the Dean of Graduate School;
5. Aptitude Test.

Section 5: Enrolment Guidelines

1. A student is considered officially enrolled only after he has submitted all required credentials and paid the required Tuition Fee;
2. No student shall be accepted in the class without the Certificate of Matriculation (COM) marked "ENROLLED" by the Registrar's office;
3. Change/s on class schedule/load should be done officially through the Change of Matriculation procedure prescribed by the Registrar.

PROCEDURES FOR STUDENT TRANSACTIONS

Section 1: Adding, Changing and Dropping of Subjects

1. The Request for Adding/Dropping and Changing of subject should be coursed through only through the Office of the Registrar;
2. Accomplish the prescribed form from the Registrar's Office in four (4) copies;
3. Request for such change should be strictly done only within the prescribed period;
4. The student should obtain the signatures of both former and/or latter instructors concerned, thence, the Dean of the College before endorsing the accomplished document to the Registrar;
5. A student who is officially enrolled but stopped attending class/es and has previously filed the prescribed/official form for dropping of subjects shall be marked Officially Dropped (O.D.) both by the instructor and the Registrar;
6. A student who is officially enrolled but did not attend scheduled class/es and did not file the prescribed dropping form shall be marked by the respective faculty and the Registrar as Unofficially Dropped (UD) with the corresponding failing grade of 5.0.

Section 2: Cross Enrollment

A student may be allowed to cross enroll to another school, provided that the following conditions are present:

1. That the subject/s is/are not offered by the university at the time he needs them;
2. He/she must secure a Permit to Cross Enroll from the Registrar Office;
3. Obtain approval from the respective College Dean.

Section 3: Shifting to another Course

Procedure for shifting to another course shall be as follows:

1. Secure the approval and acceptance by the new Dean duly noted by the former Dean;
2. Proceed with enrollment in the new college.

Section 4: Applying for Lost COM

In case of loss of COM which is necessary for transacting business with any of the university office, an authenticated copy of the lost COM may be issued upon request of the student and after payment of the required fees at the Cashier in consonance with the procedures herein enumerated below;

1. Student must file a request letter for the issuance of an authenticated copy of COM before the Office of the Registrar;
2. Registrar will issue the prescribed form indicating therein the reason for the loss;
3. Student pays the required amount to the Cashier;
4. Cashier issues an Official Receipt of payment;
5. Student must present all the documents to the Dean;
6. The Dean provides the student an authenticated photocopy of the C.O.M.

Section 5: Examinations

Three (3) periodic examinations are given every semester: – Prelim, Midterm and Final Examinations. The schedules for these examinations are announced through the Office of the Registrar. These examinations may be taken by students only on schedule and upon presentation of the Examination Permit.

1. Examination Permit shall be issued only by the Cashier's Office upon payment of balance or issuance of an approved Promissory Note by the President;
2. Student may secure Promissory Note from the Cashiers Office and to be noted by the Dean and approved by the President;
3. Students who have valid reasons for not being able to take the regular periodic examinations may apply for Special Examinations (See steps for Special Examinations).

Section 6: Filing of Promissory Note

1. Student must secure Promissory Note from the VPA;
2. Student must secure the signature and approval from the Dean and the President;
3. Student must attach the approved Promissory Note in the Certificate of Matriculation (C.O.M.) prior to assessment.
4. It is understood that the approval of the Promissory Note is discretionary upon the aforementioned officers.

Section 7: Applying for duplicate of Examination Permit

In case of loss of examination permit after it has been issued to the student, the student may apply for a duplicate copy in the following manner:

1. By securing a Request Form from the Registrar's Office;
2. By presenting the Request Form to the Cashier's Office.

Section 8: Claiming of Graded Class cards.

1. Requirements:
 - a. Accomplished Clearance issued by the Registrar.
 - b. Certificate of Matriculation (C.O.M.)
 - c. Student ID
 - d. Mailing Envelope with stamp (mailing address must appear on the envelope), if student requests this mode of service of grades.
2. Procedure:
 - a. Student secures an Accomplished Clearance from the Registrar;
 - b. With an Accomplished Clearance, ID card, COM, mailing envelope with stamp in exceptional cases as mentioned above, the students must present it to the officer in charge at the Registrar to get the Graded Class cards.

Section 9: Change of Grades.

Request for the change of grade is applicable only to the grades given by the teacher concerned for the preceding semester. Name or grade inadvertently omitted in the grade sheet may also be included in the said request.

Procedure:

1. The concerned teacher should secure a blank Form to be filled out properly and submit it to the Registrar's Office duly signed by the respective Dean.

2. The teacher should submit the original class record and other supporting documents tending to show the enrollment of the student and his entitlement to the issuance of grade.
3. Request should be placed in the agenda and properly deliberated upon in the Academic Council meeting.
4. Approval by the Academic Council.

Section 10: Transfer of Credentials (Honorable Dismissal)

1. Currently enrolled students shall file a request for the withdrawal/cancellation of his enrolled semestral subjects with the university at the Registrar's Office accompanied by a request for Transfer of Credentials. Those not currently enrolled, may directly file their request for Transfer Credential to the Registrar's Office.
2. The student shall surrender his ID card to the Registrar, secure necessary clearances from the concerned department heads and pay the
3. The student must secure Clearance from the University Registrar.

Section 11: Leave of Absence (LOA)

1. A student may apply for a leave of absence in a period not exceeding two (2) semesters.
2. A student who files for Leave of Absence should seek permission and approval from the Department Head and Dean of the College concerned.
3. Any student who leaves the university without an approved LOA shall be denied re-admission unless he can present acceptable/ justifiable reason to be determined by the Dean of the College and duly approved by the Vice President for Academic Affairs.

Section 12: Applying for Identification Card (ID card)

A new and transferee student must apply for his ID card immediately upon enrollment.

The general norm: No ID - No Entry policy shall be strictly implemented

1. Procedure:
 - a. Go to the Registrar's Office and present the receipt of the payment for the ID and student's copy of COM.
 - b. Accomplish the ID information form/slip issued by the Registrar's Office.
 - c. Proceed to the room specified and have picture taken by the official photographer.

- d. Get the ID card from the Dean's Office on the date scheduled for release of such.
2. In case of loss of ID Card, the student should:
 - a. Write a letter to the Dean of his college informing him of the loss (when and how it was lost) and seek approval to apply for the new ID Card.
 - b. Proceed to OSA with the copy of the letter approved by College Dean for the issuance of a temporary ID by the latter.
 - c. Pay the cost of the ID card at the Cashier's Office.
 - d. Follow the above procedure in applying for ID Card.

Section 13: Pertinent Norms for Student Transactions

1. Credentials: Credentials submitted for enrollment purposes become part of the school records and cannot be withdrawn unless the student leaves the university, in which case, he/she is issued an official copy of Transcript of Official Records (TOR).
2. Fees: Tuition Fees and other fees shall be determined and approved the Board of Regents and shall be paid at the Cashier's Office.
3. Refund. When a student registers in CUP, it is understood that he is enrolling for the entire semester. If he has paid on cash basis and decides to cancel his registration, the refundable amount will be computed as follows:
 - a. First Week after the start of official classes, he is charged 10% of the total amount due for the semester.
 - b. Second Week after the start of official classes, he is charged 20% of the total amount due for the semester.
 - c. At any time after the second week of classes, he will charged in-full of the total amount due for the semester.
4. Uniforms.
 - a. Students are required to wear the prescribed uniform every day except on declared "Wash Day". However, students issued with exemption IDs are not covered by this norm, provided, they have paid the corresponding fee.
 - b. Students wearing the prescribed uniform for Physical Education (P.E.) may be allowed entry into the school premises during their scheduled

P.E. classes only. Thus, it cannot be used as substitute for school uniform.

- c. Students taking ROTC may wear military prescribed uniforms during designated dates only as determined by the Commandant but are still subject to the rule on wearing of prescribed school uniform.
- d. Students should wear the school prescribed uniform with pride and dignity. The CUP considers good grooming as an integral part of the students' training and a reflection of their noble academic pursuits.
- e. Working students applying to be excused from wearing uniforms must secure necessary permission and ID from OSA.

Section 14: Requests for School Credentials

1. The Registrar's Office may release the following forms upon request:
 - a. Transcript of Records
 - b. True copy of grades
 - c. Diplomas
 - d. Certificates of graduation
 - e. Certifications of candidacy for graduation
2. The afore-mentioned credentials will be issued only when the student is cleared of all financial obligations to CUP and all other requirements are complied with.
3. Official Transcript of Records are sent to the school where the student has enrolled in upon the request of that school and must not be hand carried except when explicitly authorized by CUP Registrar under extraordinary and urgent cases.
4. Transcript of Records "for employment" or "for evaluation" may be indicated when it is not a valid transfer of credential. When attested by the Registrar, these are complete and accurate academic records of the student.
5. Transcript of records cannot be released unless the original high school Form 137-A or the Transcript of Records from the school previously attended is submitted to the Registrar.
6. All records of the student from previous school attended are on file at the Office of the Registrar.
7. Request of certified true copies of records and Form 137-A must be made at least one (1) week in advance.

8. Certification of candidacy for graduation and other documents like certificate of student's status, certificate of enrollment and certificate that the student has no derogatory record (good moral character) should be filed at least three days in advance.
9. No diploma or certificate of graduation may be released unless the student has completed all the requirements for his course.
10. Failures and incomplete grades should be indicated in the Transcript of Records even if repeated and passed, or withdrawn.

Section 15: Fines and Penalties.

Fines, penalties and other charges shall be determined and to be collected by the appropriate Cashier's Office in favor of CUP with the issuance of Official Receipt.

1. Late Registration.
2. Change of Subject/s Enrolled.
3. Dropping of Subject/s.
4. Application for Leave of Absence.
5. Application for Transcript of Records.
6. Lost Receipt / Certificate of Matriculation / Readmission Slip for Absences / Permits / Readmission Slip for Absences.
7. Lost University ID card and/or Library Card.
8. Lost Library Card.
9. Special / Removal Examination Permit

SCHOLASTIC PERFORMANCE

General Academic Guidelines

Section 1: Definition of Terms

- 1) Program refers to a degree a student is taking up. (e.g. BSN - Bachelor of Science in Nursing; ACT - Associate in Computer Technology, Bachelor in Secondary Education.....)
- 2) Course refers to specific subject of a degree program the student has enrolled to earn a degree. (e.g. Eng 101 Basic Grammar; Philo 1 Philo of Man, etc.)

Section 2: Student Classification

1. According to Year Level
 - a. A Freshmen is a student in the first year of curriculum.
 - b. A Sophomore is in the second year of the curriculum
 - c. A Junior is a student in the third year of the curriculum. He has completed the prerequisite courses of the first and second years of the curriculum or has achieved more than 50% but less than 75% of the total number of units required in his entire course.
 - d. A Senior is a student in the fourth year of the curriculum. He has completed the prescribed courses of the first, second, and third years of the curriculum or has achieved 75% or more of the total number of units required in his entire course.
2. According to Load Assignment
 - a. Regular Student. Student who carries a full term load as prescribed in the curriculum of his academic program.
 - b. Irregular Student. A student who carries less than the full load required in a given term in the curriculum of his academic program.
3. According to the Nature of Admission
 - a. New Students**
 1. Freshmen are newly admitted students in the school who are into first year academic program.

2. Transferees are students admitted to CUP with previous education at any CHED or TESDA recognized/accredited schools.

b. Old Students

1. A Returnee is a student with an approved Leave of Absence (LOA) who is readmitted to CUP upon presentation of previous scholastic performance.
2. A Shifter is a student who is allowed to transfer from one academic program to another

Section 3: Academic Load

1. A student shall not be allowed to take more than the number of prescribed units in the curriculum, except for graduating students, or in other valid cases with approval of the College Dean.
2. A student may be allowed, with justifiable cause/s, to have a lighter load of which Dean's permission is required, such as:
 - a. Health reason, which requires duly notarized medical certificate and verified by the University Health Clinic.
 - b. Employment, which requires copies of certificate of employment from the company indicating the period of employment.
 - c. Unavailability of courses, which requires approval of College Dean, Registrar and copy of schedule of classes.
 - d. Students with warning or probationary status.

Section 4: Pre-requisite Courses

1. A student shall not be allowed to take advance subjects unless he has satisfactorily passed the pre-requisite courses.
2. Subjects enrolled without the necessary pre-requisites shall not be credited regardless of the grades obtained.

SPECIFIC ACADEMIC GUIDELINES

Section 1: Class Attendance

1. Students are required to attend classes from the first day of meeting of every subject. Time lost due to late enrollment is considered as an absence. If it is necessary for a student to miss his classes, he should inform or make arrangements beforehand with his concerned teachers for make-up work.

2. Student shall be considered absent from the class if:
 - a. He is 15 minutes late in a one hour class;
 - b. He is 30 minutes late in a one and a half hour class, and
 - c. He is 45 minutes late in a three hour class.
3. Three (3) incidence of tardiness is considered an absence.

The following are considered excused from absences:

- a. Students missing classes due to official activities such as seminars, meetings and similar occasions are excuse from their classes provided:
- b. There is a written permission from the College Dean
- c. They are responsible for the lessons they missed
- d. Prolonged illness and/or necessitating hospitalization, accidents, death of an immediate family member. In which case the student id given extra assignments to make up for missed academic matters upon presentation of medical certificate
- e. A student who has incurred absences of more than 20% of the prescribed total number of hours in a given subject shall be automatically dropped. The allowed number of absences shall be as follows:

Frequency of Meeting	Allowed absences
1. For a 3-unit subject meeting 3 hours once a week	3 absences
2. For a 3-unit subject meeting 1 ^{1/2} hours 2x a week	6 absences
3. For a 3-unit subject meeting 1 hour 3x a week	9 absences
4. For a 6-unit subject meeting 3 hours 2x a week	6 absences
5. For a 6-unit subject meeting 2 hours 3x a week	9 absences
6. For a 5-unit subject meeting 4 hours once a week	7 absences
7. For a 4-unit subject meeting once weekly	3 absences
8. For a 2-unit subject meeting once weekly	3 absences
9. For a 5-unit lab subject meeting 4 hours weekly	7 absences
10. For a 5-unit lab subject meeting 7 hours weekly	9 absences
11. For a 4-unit lab subject meeting 5 hours weekly	7 absences

Section 2: Readmission Slip for Absences

1. After every absence from classes, the student must secure a readmission slip from the concerned Dean to be presented to his teachers so that his absence may be excused.
 - a. Present to the College Dean a letter from parent/guardian stating the reason/s for absence and secure readmission slip to be signed by the Dean.
 - b. The slip should be presented to all teachers from whose classes the student has been absent.
 - c. Return the readmission slip to the Dean's office at the designated date.
 - d. Succeeding readmission slip will not be issued if previous one is not returned to the Dean's office.
2. In case of loss of readmission slip:
 - a. Write a letter addressed to the Dean stating reason for loss
 - b. Pay the fine at the Cashier's office
 - c. Present the letter and official receipt for payment of fine to the clerk-in-charge at the Dean's Office

Section 3: Examination Norms

1. The three (3) periodic examinations are Prelim, Midterm and Finals. Midterm and Finals examinations are mandatory in all undergraduate subjects except laboratory subjects and the like, where at the discretion of the Dean, an alternative procedure other than a final examination may be given.
2. Schedule of examination is published by the Registrar's Office in advance of the test schedule.
3. A student shall only be allowed to take periodical exam upon presenting an examination permit issued by the Cashier.
4. In taking-up special examination, Section 8 shall be followed.
5. A student may be exempted to take the final examination provided he has pre-final grade of 1.5 and the subject is not included in the professional board examination at the teachers decision.
6. During examinations students are not allowed to leave their assigned seats without the permission of the instructor.
7. Cheating is a dysfunctional behavior. The following violations are considered prima facie evidence of cheating as such are justifications for professors or

proctors to send violators out of an in-class examination and automatically assigned a grade of 5.0, provided the act is actually committed by the student and not based on mere presumption that the student intends to commit the act.

- a. Attempting to communicate with other student;
 - b. Giving or receiving information; and
 - c. Using unauthorized textbooks, notebooks, gadgets, or study aids of any kind, such as calculators, cell phones, etc.
8. Cheating during final examination is punishable by dismissal from the university and must be presented to a disciplinary body for due process and appropriate action.
9. Plagiarism is using someone else's words or ideas without proper acknowledgment and making it as if your own. An example of this is a "cut-and-paste" practice. It's not allowed in the academe so it's a good idea to learn the right way to use resources, such as citing the proper authors, books, and magazines especially in reports - oral or written. (Please refer to Republic Act 8293 for details)

Section 4: Credit Grading System

1. CUP's grading criteria are as follows:
 - a. 60% - Class Standing (quizzes, recitation, assignments, etc.)
40% - Periodic Exam
100% - Total
2. Computation formula:
Prelim Grade: $80 \text{ (Class Standing)} + 80 \text{ (Prelim Exam)} = 160 \text{ (Total)}$
 $160 \text{ (Total)} \div 2 = \mathbf{80 \text{ (AVERAGE) = 2.5 (PRELIM GRADE)}}$
Midterm Grade: $85 \text{ (Class Standing)} + 85 \text{ (Midterm Exam)} + 80 \text{ (Prelim Grade)} = 240 \text{ (Total)} \div 3 = \mathbf{83.3 \text{ (AVERAGE) = 2.25 (MIDTERM GRADE)}}$
Final Grade: $90 \text{ (Class Standing)} + 90 \text{ (Final Exam)} + 83 \text{ (Midterm Grade)} = 263 \div 3 = \mathbf{87.6 \text{ (AVERAGE) or } 88 = 1.75 \text{ (FINAL GRADE)}}$
1. CUP adopts the numerical grading system, which should be strictly followed

GRADE	PERCENTAGE	DESCRIPTION
1.0	97-100	Excellent
1.25	94-96	Superior

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	Fair
5.0	74 below	Failed

Section 5: Retention, Promotion and Academic Delinquency.

Each College shall adopt the following retention policies:

1. CUP retention policy is by subject and not by curriculum year.
2. The passing grade in any subject is 3.0 and above.
3. A student who failed in any subject must enroll again the subject in the following semester or in the earliest time if the subject is offered. A Student is promoted to the next higher year level upon obtaining the number of units and complying satisfactorily with all the requirements prescribed for the program or course enrolled.

Section 6: Academic Delinquency

Each College shall adopt the following retention policies:

1. **Warning:** A student gets a warning from the Dean concerned for failing in one or two subjects at the end of the semester. The attention of the student and his parent/guardian must be called upon regarding the causes of his failure.
2. **Probation:** The following students shall be put on probation:
 - a. First year and transferee students who incur failures in one or two subjects in a particular semester shall be allowed to enroll under probation in the following semester.
 - b. Old students who are into four year degree program, except those in the senior year, who failed nine (9) or more units, shall not be readmitted in that program in the succeeding semester but may be allowed continue into

two year degree program of his choice. This same norm applies to students who do not carry the full load and failed one half of the load.

c. Students under probation must:

1. Not have failing grade in any academic subject;
2. Not violate any rules or regulation of the school nor be subjected to any disciplinary action;
3. Consult the department Head concerned about any academic problem.

3. **Dismissal.** The following are grounds for the dismissal from the University and must not be allowed to enroll in any College or Department in CUP for the succeeding semester:

- a. Failure to comply with the condition of probation for two successive semesters would mean dismissal or dropping out of the rolls and would be advised to transfer to another school;
- b. Any student, who at the end of the semester dropped or failed at least fifty (50%) percent of their enrolled subjects.
- c. Those students who violated the policy/lies of the University which carries with it the penalty of dismissal.

Section 7: Scholarships

1. Academic Scholarship

- a. Incoming freshmen who graduated as Class Valedictorian or Class Salutatorian may apply as Entrance Scholars.
 1. Class Valedictorian - Full tuition fee exemption
 2. Class Salutatorian - 50% tuition fee exemption
- b. Regular students included in the Honor's List / Deans' List are qualified to be University Scholars.
 1. A student with a general weighted average of 1.25 with no grade lower than 1.5 in all subjects during the previous semester is eligible for a 100% tuition and miscellaneous fees exemption.
 2. A student with a general weighted average of 1.5 with no grade lower than 1.75 in all subjects during the previous semester is eligible for a 100% tuition fees exemption.

2. Non-Academic Scholarship

- a. **Leadership Scholar:** The elected President of the Central Student Council automatically becomes a Leadership Scholar and eligible for a 100%

- tuition exemption. He continuously enjoys this privilege in the succeeding semester provided that he incurs no failing grades.
- b. **President Scholarship:** The following students shall enjoy the CUP President Scholarship and eligible for 50% tuition exemption:
 - 1. Student representative to the University Disciplinary Board (During his term)
 - 2. Students who wins any competition officially representing the CUP. (One academic year)
 - c. **Athletic or Cultural Scholarship:** Subject to the approval of the President, students who have been members of CUP sports or cultural teams for at least one (1) year are eligible for a 100% tuition fees exemption. They must have no grade lower than 2.5 in all subjects and obtained no failing and incomplete grades in all semesters.
 - d. **Special Scholar:** A student of CUP who has qualified with the criteria set by sponsoring individuals/groups/agencies may apply for this scholarship.
 - e. **Sen. Aquilino Pimentel Sr. Scholarship:** Students who are currently serving as barangay officials may apply and enjoy 100% tuition fees exemption during the duration of their term, provided that they incur no failing grade.

Section 8: Academic Honors

- 1. **Dean's Honor List.** Superior scholastic achievement of a student is recognized through the inclusion of the name in the Dean's Honor List at the end of every semester of each academic year. To qualify for the Dean's List a student must:
 - a. Carry a minimum load of twenty one (21) units or the prescribed units by the curriculum in a particular semester
 - b. Must not have a grade lower than 2.0
 - c. Must have a general weighted average of 1.75 or higher
 - d. Must not have failing grades including non-curricular and/or clinical subjects
 - e. Must possess good moral character

2. **Graduating Students.** Graduating students with the following weighted averages shall be conferred with corresponding honors:

Weighted Average Obtained	Honors (Associate Programs)	Honors (Baccalaureate Programs)
1.00 - 1.25	With Highest Honors	Summa Cum Laude
1.26 - 1.45	With High Honors	Magna Cum Laude
1.46 - 1.75	With Honors	Cum Laude

STUDENT RIGHTS, DUTIES AND RESPONSIBILITIES

Rights

Section 1: Student Rights

The university shall uphold the rights of the students, in the following manner, to wit:

1. Right to receive education appropriate to his abilities and capabilities primarily through competent instruction, relevant quality in line with national goals towards full development as persons with human dignity;
2. Right to pursue any field of study available and to continue until they graduate in their course, unless disqualified because of academic deficiency or violation of university rules and regulations;
3. Right to avail of school guidance and counseling services that will facilitate them to select relevant course/s and to take that relevant intellectual capabilities and demand of employment;
4. Right to use all available equipment, facilities and services in the university under the existing policies and procedures.
5. Right to have access to information on personal concerns, academic records and evaluation maintained and kept confidentially by the university and to provide with a written course syllabus and university student handbook, be informed of their class standing, see all their corrected examination paper and the computation of their grades;
6. Right to take action on the requests for issuance of official school certificates, diplomas, transcript of records, grades, transfer credentials, and similar school documents or records within the reasonable period of time;
7. The right to take part in the decision making process of the University and College in matters that affect their interest and be consulted and informed about tuition fee increase prior to implementation;

8. Right to academic freedom , publication , free and responsible expression of their opinions within the bounds of university rules and regulations as to issuance of permit to assemble, without fear of unlawful persecutions, and to have an open channels of communication with the appropriate academic and/or administrative departments of the university.
9. Right to form, establish, join and participate in organizations and societies recognized by the university including the right to vote and be voted upon, in order to foster their intellectual, cultural, spiritual and physical growth and development, or to form, establish, join and maintain organizations or societies for the purpose not contrary to university rules and regulations;
10. Right to be free from unauthorized, involuntary and excessive contributions and fees except those in authorized by school administration, and those in accordance with By-laws of their organizations or societies, and the issuance of the proper receipts .
11. Right to due process on every complaint or accusation leveled against them.
12. Right to avail scholarship grants and financial aid offered by any sector of the society provided that the donor individual or organization shall not have conflicting interest and objectives with the university.
13. To be protected from any form of sexual harassment.

Section 2: Student Duties and Responsibilities.

Every student has the duty and responsibility to:

1. Observe at all times, the laws of the Republic of the Philippines;
2. Observe at all times, the rules and regulations of the university;
 - a. help bring forth an academic atmosphere that will help bring about harmony among the various sectors of the university;
 - b. support the university in elevating and maintaining its high standards and promote quality education;
 - c. exercise his rights and privileges responsibly;
 - d. Directly and actively participate and support the activities, programs and projects of the University.
 - e. Promote/enhance the good name of the university.
 - f. Contribute to the development of loyalty to the university and loyalty to the College.
 - g. Maintain cleanliness of school's properties, facilities and equipment and keep the school from all forms of vandalism.

3. Assist the school authorities in dissemination among the students, and education them on, the rules and regulations on the student conduct and discipline.
4. Render respect and assent to the duly constituted authority of the university.
5. Respect and support the Central Student Council and College Councils.
6. Uphold the rights and privileges of others.
7. Respect and support the Central Student Council and College Councils.
8. Uphold the rights and privileges of others.
9. To report to the authorities any relevant information affecting the integrity and reputation of the university and their respective organizations in accordance with existing rules.
10. To abide with the prescribed provisions of the student code of conduct.

STUDENT DISCIPLINE AND DECORUM

Disciplinary Bodies and Functions

Section 1: General Norms

1. Definition. Student discipline refers to the judicious implementation of institutional rules and regulations governing student behavior .
2. Background. The University, being the higher education institution of the State has to maintain discipline because the ultimate purpose of education is to train and produce better citizens of the country. Consequently, disciplinary rules must be instituted for strict observance to develop among the students the highest standard of decency, morality and good behavior.
3. Due process. Any student, who after due process has been found guilty of violating any disciplinary rule will be dealt accordingly with proper documentation of the action taken by the school authorities. The record of action taken shall be kept as confidential files of the university.
4. Application. The students may be disciplined by the university for violating the norms of conduct on the campus or off the campus when the incident occurs in connection with an institution oriented activity, or has a substantial connection to the interests of the university, or when the behavior is prohibited by university policy regardless of where it occurs, even if they are or may be penalized by civil authorities for the same act.

Section 2: Administration of Discipline

1. University Discipline Board. The University Discipline Board (UDB for brevity) shall be composed of five (5) members including representations from students and parents, to be appointed by the President who shall also determine their term of office and which must be presided by its Chairman.
 - a. UDB Jurisdiction. All cases involving major offenses of students shall be subject to the jurisdiction of the UDB, the infraction or misconduct has been committed outside the university but proximate to the school premises, it shall not be defense especially if it affects the good name and reputation of the school or if it disrupts its regular academic or non-academic activities.
 - b. Duties of UDB. The UDB shall:
 1. Establish a standard operating procedure of investigation and manner of resolving the issue;

2. Submit a written report of their investigation to the President of the University with recommended penalty for violation of any of the major offenses subject to the approval of the members of the UDB;
 3. Furnish a copy of their final action approved by President to OSACS and the Guidance Office for proper documentation.
2. Minor Offense Panel (MOP).
- All cases involving Minor Offenses of students shall administratively be dealt with by the Minor Offense Panel (MOP for brevity) composed by Dean of OSACS, the Dean of College where student is enrolled and student representative designated by student council.
- a. Jurisdiction. All cases involving Minor Offenses of students shall be subject to the jurisdiction of the MOP.
 - b. Duties of MOP. The MOP shall:
 - (1) Establish a standard operating procedure of investigation and manner of resolving the issue. This includes procedures of filing an appeal to the adverse decision rendered by the MOP;
 - (2) Submit a written report of their investigation to the President of the University with appropriate recommended penalty(s) for violation of any of the major offenses subject to the approval of the rules of the MOP;
 - (3) Furnish a copy of their final action approved by President to OSACS and the Guidance Office for documentation.
3. Appeal. An accuser or accused has the right to appeal the rendered decision of UDB to the Board of Regent and MOP to the President based on the established procedures of the appeal.
4. Disciplinary records. Disciplinary records refer to the documentation of the full progress of disciplinary cases including minutes during the investigation, written testimonies and evidences. The following are the norms pertaining to disciplinary records:
- a. Disciplinary records are confidential and may not be disclosed in whole or part without the President's authorization.
 - b. A permanent written disciplinary record shall be kept for every student assessed with a penalty of suspension, expulsion, denial or revocation of a degree, and/or withdrawal of a diploma.

- c. The disciplinary record shall be maintained by the OSACS and Guidance Office. The disciplinary record shall be separated from the student's academic record and shall not be revealed except on request of the student or in accordance with applicable laws of the Philippines.
- 5. Notice to the Registrar
 - a. The Chairman of UDB shall notify the Office of the Registrar and other appropriate administrative offices if a disciplinary penalty will restrict a student from being enrolled at the university during the period for which the student is serving the penalty;
 - b. The bar may be imposed by the UDB if one of the following penalties has been assessed because of violation of a university rule or regulation:
 - 1. Bar against readmission;
 - 2. Suspension from the university; or
 - 3. Expulsion from the university.
 - 4. The Chairman of UDB officer shall notify the Registrar and the Vice President for Academic if any of the penalties are imposed such as withholding grades, official transcript or degree, denial of degree, or revocation of degree and withdrawal of diploma.

Disciplinary Actions

Section 1: Causes for Disciplinary Action

- 1. Minor Offenses
 - a. Tardiness and Absences;
 - b. Improper or not wearing of uniform and/or school ID;
 - c. Littering and loitering;
 - d. Spitting;
 - e. Creating noise during class hours;
 - f. Using cell phone inside the class without permission;
 - g. Eating inside the room;
 - h. Violation of the library and laboratory rules;
 - i. Boisterous conduct, whistling, running or any action that intends to distract normal school activities;
 - j. Any other dysfunctional enrollment that may be qualified as such.

2. Major Offenses:

- a. Recidivism and incorrigibility: When the above-listed Minor Offenses are committed more than once.
- b. Academic dishonesty, such as cheating, seeking or giving unpermitted aid on examinations, papers or other assigned work, or knowingly furnishing false or misleading information to the University.
- c. Mishandling of furniture and equipment.
- d. Stealing
- e. Smoking inside the campus
- f. Immoral conduct
- g. Bringing liquor inside the school premises
- h. Drunkenness
- i. Carrying deadly weapon or firearm
- j. Gambling in any form
- k. Vandalism such as: Tearing pages of library books, breaking glass windows, destroying electrical gadgets, writing on walls, removal, alterations, and transferring of posters from bulletin boards without proper authority.
- l. Inflicting physical abuse, threats of violence, or conduct that threatens the health or safety of any person on University premises or in connection with official functions of the University.
- m. Verbal or written abuse, defamatory statements, threats, harassment or intimidation against any person/s in the University premises or in connection with official University functions or University sponsored programs which intentionally or unreasonably:
 1. Interferes with that person's academic efforts; or
 2. Creates a hostile, intimidating, exploitative or demeaning environment which interferes with that person's participation in official University functions or University sponsored programs, personal safety, university employment; or
 3. Stigmatizes a person on the basis of race, ethnicity, age, religion, sex, sexual orientation, national origin, marital status, or disability.
- n. Forgery, alteration, or misuse of university documents, records, keys, or identifications;

- o. Organizing, joining or recruiting for any fraternity in or outside the school;
- p. Hazing in any form committed in connection with any student activity whether within or outside the school premises;
- q. Discourtesy to school officials, faculty members and non-academic employees;
- r. Disturbance, disruption or interference within the normal functioning of classes, school offices and recognized school activities.
- s. The use, possession, sale or distribution of prohibited drugs, narcotics and substance.
- t. Theft of, conversion of, or damage to or destruction of, any property of the University or property of others while on university premises.
- u. Unauthorized entry to or use of university properties, equipment, or resources.
- v. Bringing, possessing or exhibiting obscene or pornographic materials.
- w. Public display of affection
- x. Sexual harassment: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature shall constitute sexual harassment when:
 - 1. Submission to such conduct is made either explicitly or implicitly a term, favor or condition of instruction, employment, or participation in other University activity;
 - 2. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
 - 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive university environment.
- y. In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record as a whole and to the totality of the circumstances, including the nature of the sexual advances and the context in which the alleged incidents occurred.
- z. Any other cause analogous to the foregoing shall be dealt with accordingly.

Section 2: Authorized Administrative Penalties.

Any student found guilty of violating any rule of discipline shall, after due process, be subject to the disciplinary and/or administrative sanctions. However, depending on the degree and circumstances of the case, the UDB/ may recommend one or more of the following penalties for committing any offense under the "Causes for Disciplinary Action".

1. Warning probation is the lesser form of probation indicating that the student has been notified that he or she has engaged in unacceptable behavior and that further violations of the regulations may result in more severe disciplinary action. The MOP may impose conditions related to the offense, such as counseling, educational seminars, or voluntary work assignments . Failure to meet the condition(s) shall be considered an additional violation.
2. Disciplinary probation. This refers to the greater form of probation indicating that the student has engaged in unacceptable behavior and may be required to report to the concerned officer on a regular basis during the probationary period. Further violations will result in consideration of suspension. The UDB or the MOP may impose conditions related to the offense, such as counseling, educational seminars, or voluntary work assignments. Failure to meet the condition(s) shall be considered an additional violation.
3. With holding of grades, official transcript, and/or degree. The UDB may recommend to withhold the issuance of an official transcript, grade, diploma, or degree to a student alleged to have violated a rule or regulation of the University, pending a hearing and/or exhaustion of appellate rights when, in its opinion, the best interest of the university would be served by this action.
4. A bar against readmission and/or a drop from current enrollment or a drop from one or more courses may be assessed as a penalty as appropriate under the circumstances. For example, a bar against readmission and/or a drop from current enrollment may be imposed on a student who fails to respond to a summons by UDB or MOP to discuss an alleged violation of university's regulations or administrative rules. The penalty shall be lifted when the student responds to the summons as requested.

5. Restitution. This mean reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages as determined by the UDB.
6. Suspension of rights and privileges. Suspension of rights and privileges is an elastic penalty. The UDB may impose limitations to fit the particular case.
7. Failing grade. A failing grade or other academic penalty may be assigned to a student for a course in which he or she was found guilty of scholastic dishonesty.
8. Denial of degree. A student found guilty of scholastic dishonesty may be denied his or her degree.
9. Suspension. Suspension from the university prohibits, during the period of suspension, the student on whom it is imposed from entering the university campus without prior written approval of the President; from being initiated into an honorary or service organization; and from receiving credit for scholastic work done during the period of the suspension. The UDB may impose conditions related to the offense, and failure to meet such conditions shall be considered an additional violation.

Suspension from the institution and/or suspension of rights and privileges are the minimum penalty that shall be assessed for violation of the rules against illegal use, possession, and/or sale of a drug or narcotic on campus.

10. Expulsion. (permanent separation from the university) Expulsion from the university includes the same prohibitions as those for suspension.
11. Revocation of the degree. Revocation of the degree and withdrawal of the diploma may be imposed when the violation involves scholastic dishonesty or otherwise calls into question the integrity of the work required for the degree.
12. Other penalties may be imposed when the best interests of the university would be served.

Section 3: Social Norms

1. In dealing with faculty members and administrative officials, the usual norms of politeness and etiquette are to be observed.
2. Students are expected to act as mature and responsible persons at all times whether in or out of the campus and especially when wearing the school uniform. They must preserve desirable Filipino values.
3. It is the responsibility of students to report regularly and punctually in all their classes.

4. In case of absences, the student is held responsible for all the assignments, quizzes and examinations and for the entire content of the course missed regardless of whatever the reasons are for missing the classes.

Section 4: Proper Conduct within University Premises.

1. Inside the Classroom:
 - a. Silence and order should be maintained in the classroom especially when entering or leaving the room and whether the teacher is present or absent;
 - b. A student should always be attentive and cooperative and refrain from doing things not connected with the lesson;
 - c. A student is not allowed to leave the class without permission and should only leave for emergency and urgent cases;
2. Outside the Classroom:
 - a. A student should refrain from shouting, running, boisterous talking in the corridors, comfort rooms, stairways and all other places in the entire school premises.
 - b. A student should refrain from entering any establishment maintaining billiards, pools, video games and the like when wearing the school uniform.
 - c. Unless extremely necessary and with the permission of school authorities, parents and visitors are not allowed to visit students in the classroom.
3. The Use of School Facilities:
 - a. A student should cooperate in keeping the school clean and orderly. Spitting, throwing pieces of paper and wrappers, leaving empty bottles and other objects around and throwing anything outside the windows prohibited.
 - b. The classrooms, the library and other allied centers are exclusively for learning purposes and should not be used otherwise.
 - c. Writing on the walls of classrooms, comfort rooms, other offices and along hallways are strictly prohibited.
 - d. Students should at all times take good care of the books and other properties of the school.
4. The Use of the Library:
 - a. The library is a place of silence and order. Students should refrain from doing otherwise.
 - b. A library card is required to be able to use the library. The Office of the Librarian takes the charge of the issuance of library cards.
 - c. The library should not be used as a meeting place of organizations and other groups.

- d. Fines may be imposed on damage or loss of books and magazines.
- e. A student is responsible for books or any other reading materials borrowed and he should return them in good condition.
- f. Willful disregard of library rules and regulations would be a cause for disciplinary action.

EXTRA AND CO-CURRICULAR ACTIVITIES

Section 1: Extra and Co-Curricular Activities

1. Definition of terms:
 - a. Co-curricular activities refer to activities of students practiced outside the classroom sets to augment and/or deepen the course syllabi. They are optional activities meant to compliment and neither to meddle nor obstruct students' learning process.
 - b. Extra-curricular activities refer to activities of students that fall outside the domain of the normal curriculum of university education meant to enhance classroom and co-curricular instruction.
 - c. Under the CMO, co-curricular and extra-curricular activities, non-academic activities meant to attain students total development.
2. Application. The conduct of extra and co-curricular activities in CUP, characterized by the following principles:
 - a. Enhance and compliment the learning process towards holistic development;
promote values formation; and,
 - b. Foster spirit of social responsibility for active involvement to nation building;
3. Administration. All extra and co-curricular activities of the students in CUP are under the Office of the Vice President for Academic Affairs (VPAA) through the direct supervision and coordination of the Office of Student Affairs and Community Development (OSACS).

Section 2: Nature, Functions and Concerns of OSACS

1. Nature and Functions of OSACS

Under CMO , student affairs and services is constitutive of a higher educational institution that provides student centered activities and services in support of academic instruction intended to facilitate holistic student development for active involvement in nation building. Thus, OSACS is the proper instrument of the university that shall supervise and coordinate all extra and co-curricular activities of

the students that shall be realized in communitarian setting through service, as CUP exists because of the primary of stakeholders - the communities of people in Pasay City.

2. Student Affairs and Services of OSACS

- a. Definition. Under the CMO , student affairs and services are the services and programs in the university that concerned with non-academic experiences of the students to attain total student development .
- b. Pursuant to the CMO No. 16, Series of 2006, OSACS shall operate in two main areas of services and the specific concerns under them.
 1. Student Welfare Programs and Services (SWEPS). Basic services and programs needed to ensure and promote student well-being .
 2. Student Development Programs and Services (SDEPS). Services and programs designed for the exploration, enhancement and development of the student's full potential for personal development, leadership and social responsibility through various institutional and/or student-initiated activities
- c. Under the same CMO, OSACS shall institute its comprehensive set of protocol that covers its operations, management and manner of accrediting/regulating the conduct of all extra-curricular and co-curricular activities in the university.

Section 3: Students Organizations

1. Definition. Student Organization refers to the organizations created, composed and controlled by students currently enrolled, guided by faculty adviser and duly accredited, regulated and monitored by the CUP policies and regulations.
2. Role. The CUP encourages students to discover, develop and express talents and potentials through active participation in an integral fashion properly supervised and coordinated program of co-curricular and extra-curricular activities. School organizations and clubs provide the students various channels of service and an extension of practical training ground for leadership and fellowship.
3. Students' Right. Students have the right to form, establish, join and participate in organizations, societies and clubs recognized by the school and registered at and duly accredited by the OSACS to foster patriotic, educational, cultural, social, spiritual, moral, literary, physical growth and development and for purposes not contrary to law and school policies.

4. Goals: Being covered by CUP's jurisdiction, the goals of students organization should adhere to that of the academe as mentioned in Section 37, paragraph 2.
5. Recognition/Accreditation:
 1. Membership to the organization must be:
 - a. Governed by the approved constitution and by-laws of the organization concerned;
 - b. Free, voluntary and not to be used as curricular obligation;
 - c. Except in the case of Central Student Council and College Councils whereby every enrolled student automatically becomes a member;
 - d. Students are allowed to join a maximum of only two (2) organizations at a time.
 - e. Membership and all privileges, including voting and officer positions, must be extended to all students without regard to age, ethnicity, gender, disability or religion.
 2. Unless specifically provided for, no student organization shall attach the official name, acronym, logo or insignia of the City University of Pasay or of a particular College and cannot represent or imply that it speaks for or in the name of the CUP. (E.g. CUP-Philosophical Society); it may only use the name of the university as its domicile/address.
 3. As student organizations are under student services should neither an instrumentality nor an organizational machinery of any particular department or college. Hence, their main thrust shall be in consonance with Section 37, paragraph
 4. A Student Mandated Organization (SMO) shall establish a bank account and maintain an updated financial record/book that can readily be accessed to anytime.
 5. Pertinent provisions and policies in this Student Handbook shall apply to all student organizations. Erring officers, members and advisers shall be subject to investigation and may be sanctioned based on the related policies.
 6. Current officers of the organization must have at least twelve (12) units load, in good academic and conduct standing. A student on academic or disciplinary probation shall not hold office but may continue as an organization member.

7. In connection with Section 38, paragraph 2, letter c, in the spirit of equity and proper consultation with student bodies, OSACS shall institute:
 - a. Implementing mechanisms on pertinent provisions provided in this handbook in relation to the level of accreditation, activities as well as subsidizing the SGOs and SMOs.
 - b. Student Organization Development Program (SODEP), a comprehensive program that enables student organizations' capacity building, systems development and enhancement.

General requirements in Applying for Recognition.

1. Eligible organizations are permitted to register and maintain accreditation unless the university finds that the organization:
 - a) Seeks to accomplish its objectives, goals, purposes, or activities through the use of violence; or
 - b) Engages in activities that materially or substantially interfere with the discipline and normal activities of the university or with the rights of others; or
 - c) Seeks personal gain; or
 - d) Engages in activities that present a danger to property, personnel, and/or orderly function of the university; or
 - e) Refuses to comply with the CUP rules, regulations and laws.
2. Must submit the following documents, accomplish in duplicate:
 - a) Formal letter of application attached to the application form;
 - b) Official master list of members composed of at least fifteen (15) students carrying a minimum of 12 units at the time of application.
 - c) A copy of by-laws/charter stating the classification and objectives/purposes of the organization that do not contravene any CUP policy and pertinent regulations of CHED.
 - d) Organizational structure duly ratified/approved by its members.
 - e) List of interim officers and members, with their respective positions, year level and courses, contact details and specimen signatures.
 - f) Proposed calendar of activities and its details for the entire school year.
 - g) Bank account in the name of the organization.
3. Classifications of Student Organizations.
 - a. **Student Government Organization (SGO)**

1. Definition. SGOs are governing bodies of students at large and in particular college duly elected in a manner defined by their respective charters.
2. SGOs shall be classified into following:
 - a. Central Student Council. There shall be a Central Student Council (CSC), the highest governing and coordinating student body in CUP.
 - b. College Lower Council. Each College shall have a College Lower Council (CLC) to act as governing and coordinating body composed of students and their officers elected by them in a particular college.

b. Student Mandated Organization (SMO)

1. Definition. SMOs are student organizations whose existence is legitimated by accreditation process and regulated by the guidelines of the university.
2. SMOs are classified into the following:
 - a. Academic Organization. All enrolled students in any major course may become members of the existing academic organization in their respective colleges. Its functions shall include the promotion of the nature and expertise of the organization inside and/or outside the campus.
 - b. Socio-Civic Organization. Student organizations whose main concern is on social/community services and/or duties fall under this classification. Student political parties (under special guidelines) are covered by this classification.
 - c. Arts and Cultural Organization. Student organizations whose concern is to develop and promote arts and culture in the university fall under this classification. Choirs, theater and dance clubs/groups are covered by this classification. Even though such group is under the umbrella of a particular college, it has to comply with the provisions of this handbook.
 - d. Faith Organizations. Student organizations whose nature and operations are basically religious in nature.
 - e. Fraternities of any form are not recognized in the university.

General Norms for Student Government Organizations.

A. Autonomy protocol. The following guiding principles shall be observed by SGOs in exercising autonomy.

1. The CUP reserves the right to regulate and supervise that students may benefit from its programs, rules and policies. Hence, pertinent norms shall be observed at all times.
2. The wisdom of granting autonomous power to the SGOs is to extend the range of training opportunities through participatory process for students to develop themselves in a holistic way.
3. An SGO shall have fiscal and organizational autonomy but the university reserves the right to regulate, monitor, investigate and discipline on any misappropriations of student funds.
4. SGOs shall establish bank accounts under the following guidelines:
 - a. The CSC shall establish three (3) bank accounts in a nearest possible bank/s with the CSC President, Treasurer and Adviser as signatories, under the following account names:
 1. City University of Pasay Central Student Council Operational Fund. Whereby, an amount of membership fee collection each semester shall be deposited for its operation expenses.
 2. City University of Pasay Central Student Council Subsidy Fund. Whereby, from the collected membership fee each semester, a percentage amount shall be deposited intended for the share of CLCs and subsidy for Mandated Organization Activities.
 3. City University of Pasay Central Student Council Development Fund. Whereby, from the collected membership fee each semester, a percentage amount shall be deposited intended for the Development Fund, i.e. projects that directly benefit the studentry.
 - b. A CLC shall establish a bank account in a nearest possible bank with the following as signatories: CLC Chairman, Treasurer and Adviser, under the account name of a particular CLC (e.g. City University of Pasay College of Arts and Sciences Lower Council, CUP-CAS-LC).
 - c. In order to serve the best interest of the studentry, the allocation for operational expenses of SGOs shall not exceed twenty percent (40%) of the total share of CSG from the general membership fee each semester.

- B. Autonomous control. An SGO is a democratic student government with fiscal and organizational autonomy that shall serve as the representative and main forum for the articulation of student needs and aspirations while upholding the student rights, interests and welfare that are not contrary to the CUP's rules and policies.
- C. Organic provisions. SGOs must provide in their respective Charters clear and defined rules and procedures in the following areas of concerns:
1. Checks and balances of powers.
 2. Specific duties and responsibilities in organizational set-up.
 3. Transparency.
 4. Vacancies and successions.
 5. Appointing officers.
 6. Interim officers, their duties and responsibilities.
 7. Disqualification and/or impeachment of sitting officers.
 8. Operational procedures
- D. CSC Qualifications. In order to qualify for an elective position in the SGO, a student must possess all the qualifications and none of the disqualifications enumerated below:
1. A Filipino citizen, for the position of President, Vice President and Chairman
 2. A person of integrity, honesty
 3. Not under any form of probation
 4. Not subjected to any form of disciplinary action
 5. Possesses the ability to lead people.
 6. Must have at least 15 units during his term.
 7. Must not have any failing grade.
 8. Candidates for all position must have completed two (2) consecutive semesters in CUP preceding the election.
 9. Must formally resign from present position in any student organization before filing his/her candidacy to an SGO position.
- E. Tenure of Office. SGO officers shall have a term of one academic year serving in pro bono basis. Election shall be held not later than the First Friday of March of every year and the term of the new elected officers shall commence on the official day of enrollment of the first semester of the academic year.
- F. Fees and Financial Accountability. There shall be a centralize collection of

SGO membership fee during semestral enrollment.

1. The Treasurer of the CSC Executive Council shall conduct a centralized collection based on the amount enacted by CSC Legislative Council.
 2. The Treasurer of the said Council shall turn over to the respective CLCs the share from the membership fee not later than first Friday of July provided the latter comply with the prescribed procedures by the CSC.
 3. All additional fees to be collected by any SGO body must be coursed through proper and documented consultations and enacted by the properly body.
 4. SGOs are accountable for all collections and disbursement of funds.
 5. Periodic report must submit to OSACS.
- G. State of the Studentry Assembly. A system of semestral and annual State of Studentry Address (SOSA) must be conducted by SGOs. Semestral accomplishment and financial reports must be submitted to OSCAS and be posted in public not later than two weeks before every semester ends.
- H. Programs and Projects. Programs and projects should be lined up for the academic year taking into considerations the general academic and non-academic programs of the academe.
- I. Meetings and sessions. An SGO shall hold a regular meeting/s as provided in their respective Charters and/or internal rules of procedure.
- J. Duties and responsibilities of the CSC. The CSG shall have the following duties:
1. Recognize all bonafide college students of the CUP as member of CSC upon payment of membership fee.
 2. Be an example and role model to the rest of studentry and maintain highest moral standard.
 3. Reconcile its Constitution and By-Laws with CUP's rules and policies and subject to the ratification of the studentry.
 4. Promote the good name of the university and observe its policies and programs.
 5. Create organizational and fiscal policies and systems under CUP's rules and policies carefully observing the checks and balances.
 6. Initiate programs, projects and activities that promote the welfare of the studentry.
 7. All activities that seeks university funding or subsidy outside of the regular student collection by the CSG must be approved by the Board of Regents.

8. Subsidize the activities of SMOs that require no university funding and has full autonomy to make decisions, policies and steps for the implementation of such activities without any hindrances under the university's policies.
9. Manage its own fund with transparency in order to serve the best interest of the students and maintain an updated financial record/book that can readily be accessed to anytime. Particular Councils shall submit a monthly accomplishment and financial report to OSACS.
10. To properly appropriate the funds for other use than those specified under its Charter, the CSG is required to submit program of activities to OSACS at the beginning of the academic year and in time for budgeting purposes.
11. Document thoroughly the minutes of all its meetings, proceedings, actions and resolutions in an Official Journal that can be readily accessed anytime. Likewise, it shall maintain and preserve financial records and book with transparency.
12. Punish its own members for disorderly behavior and may suspend a member that shall not exceed thirty (30) days, provided that:
 - a. No officer shall be subjected to disciplinary action without due process.
 - b. Two-thirds of all its members must concur.
13. Constitute a quorum in all its sessions. It may compel the attendance of its members according to its established rules.
14. The President of CSC shall:
 - a. Represent the studentry in the Board of Regents. He is allowed to bring student proposals for discussion by the Board of Regents.
 - b. Act as Presiding officer in a joint special session of EC and LC, as the need arises.
 - c. Designate/appoint a fellow student in a position according to established rules and/or a fellow officer to other bodies of CUP that requires representation, provided there is a concurrence of fellow officers under the same rules, unless otherwise provided by the university policy.

2. Conducting Co-curricular and Extra-curricular Activities

- a. All activities must have been included in the calendaring conducted by OSACS for the rest of the academic year.

- b. Request for permission to hold an extra and co-curricular activity must be submitted for approval not later than three (3) weeks before the actual implementation which must be part of the action plan for the semester.
- c. Student organization activities are classified into:
 1. Ad intra activity, participated exclusively by the members like meetings, group outing or team building, planning and the like.
 2. Add extra activity, participation requires CUP community or broader participation, like Quiz Bee, symposia, fund raising, caroling, etc.
- d. There is not more than one Ad extra activity per organization every year.
- e. Two or more organizations may join together in conducting Ad extra activity.
- f. In case of conflict in initiating an Ad extra activity, this order shall be followed:
 1. The academe's initiative prevails.
 2. The preceding provision in 3. d. shall apply.
 3. The Central Student Council prevails.
 4. The College Council prevails.
- g. Proposed activity must be accompanied by the following information:
 1. Title/theme of the activity
 2. Objectives of the activity
 3. Date, time and venue of the activity
 4. Fee involved if there is any and the projection of over-all cost.
 5. Attachments:
 - I. **Minutes of meeting how the project has been deliberated by the organization.**
 - II. **Work/program/flow details**
 - III. **Working Committees involved**
 - IV. **Profile of speaker/s, guest/s, judge/judges, etc.**
 - V. **Detailed breakdown of budget requirements**
- h. Only activities recommended by the Dean if it is a college activity, or the academic department head if it is a department activity, or

the adviser if it is a Student Mandated Organization and the Director of OSACS, Vice President for Academic, Executive Vice President and the President shall be allowed.

- i. A moratorium of all activities after Midterm examination shall be observed. No activity will be conducted a week before Prelim, Midterm and Final exams.
- j. Student organization's activities out of campus and/or beyond the regular class hours must be voluntary. Students joining such activities shall be held responsible for any class/es or academic requirements/s missed. A waiver must be secured, accomplished and submitted before the actual activity.
- k. Violation of pertinent provisions shall lead to the suspension of other activities of an organization for the rest of the semester. The CUP reserves the right to impose a lighter or a heavier penalty depending on the surrounding circumstances.
- l. A copy written report with audited financial statement must be submitted to the President through the Director of OSACS within seven (5) working days after the activity.

3. *Fund-raising Activities*

- a. Procedures:
 - 1. File a formal written application to the OSACS, containing the following:
 - a. Nature of the activity, date, time and venue and beneficiaries for fund raising.
 - b. Detailed projected expenses and breakdown by which funds shall be used.
 - c. Names of students directly in charge of the activity.
 - d. Mechanism of implementation.
 - 2. The application must be submitted to the OSACS one (1) month before the date of the activity.
- b. Raffles to be held in school shall be govern by the following rules:
 - 1. File a formal written application to OSACS containing the following:
 - a. Purpose
 - b. The items to be raffled

- c. Price of the Ticket
- d. Number of tickets
- e. Drawing date (time and place)
- c. Printing of tickets requires prior approval of the project. Violation of this provision may lead to the disapproval of the project.
- d. A student organization shall be given one (1) month to sell tickets.
- e. All fund raising materials shall be stamped by the OSACS.
- f. Solicitation of funds or merchandize from off-campus groups or business firms requires the special permission of the Administration.
- g. A financial report shall be filed with the same offices within two (2) weeks after the event.

Section 4: Advisers of the Organization

1. Requirements:

- a. Must be a faculty member, except Department Head, Dean or any member of the administrative personnel.
- b. Must have only one advisory organization.
- c. Must sign the Adviser Information Form and attend for advisers.
- d. Must serve in pro-bono basis. However, concerned organization has to attend to the basic provisions of its respective adviser.
- e. Has the competence relevant to nature and purposes of the organization, fully acquainted with and understands all policies and procedures used by the OSACS.
- f. Required to attend various functions of their student organizations especially those held after normal class hours. The adviser's signature on the room reservation form is a commitment to attend the event and must remain until the dissipation of the crowd.

2. Term of Office

Responsibilities:

For the SGOs, the term of faculty adviser is co-terminus with the existing **SGO**. **For the rest of SMOs, a faculty adviser may serve for two (2) consecutive years.**

In assuming the role of student organization adviser, it is presupposed that the adviser has accepted and agreed to fulfill the responsibilities in the manner listed below:

- a) All advisers shall set an example by fostering the highest moral standard.
- b) Takes an active role in advising, moderating and overseeing the planning, coordination and implementation of approved activities and projects of the student organization.
- c) Know the general purpose of the organization and be familiar with all provisions outlined in the organization's constitution and by-laws.
- d) Know the officers and current of the organizations and meet them on a regular basis.
- e) Remain informed of all activities sponsored and conducted by the organization.
- f) In coordination with OSACS, offer guidance to the organization on goal setting, organization management, program planning, problem solving, and group evaluation.
- g) Sign off on all check requests and facility reservation requests.
- h) To be knowledgeable of and adhere to CUP policies and procedures which pertain to student organizations, as well as to refer questions concerning them to proper authority where the case is not clearly discernible.
- i) Report immediately to the proper authority any activity that may or will violate CUP policies.
- j) An adviser of any organization has no voting power in the decision making process of the organization.
- k) An outgoing orient adviser of any must orient the incoming one.

Section 5: Election Commission

1. Electoral body. There shall be University Election Commission (UELEC) composed of Faculty and Student Commissioners headed by OSACS to regulate the over-all election process of SGOs.
2. Election rules. The said electoral body shall assist in promulgations and implementation of the rules and procedures for the conduct of election.
3. Notice of election. Notice of election shall be made public:
 - a. In case of CLCs, one (1) week before the actual campaign with the corresponding positions to be contested.

- b. In case of CSCs two (2) weeks before the actual campaign with the corresponding positions to be contested.

Section 6: Use of Facilities.

1. Application for the use of school facilities shall be filed in writing two (2) weeks before the actual activity. signed by the President or Secretary of the organization, noted by the Adviser and the Dean concerned.
2. All application shall be forwarded to OSACS, to be endorsed by the Vice President/s concerned and approval of by the President of the university.
3. Any loss, damage or destruction of any school facility shall be the responsibility of the organization using it.

Section 7: Notices/Circulations and/or Distribution of Information Materials

1. Posting of notices, announcements and posters are allowed only in designated areas and or bulletin boards identified and prescribed by OSACS.
2. Notices, announcements and posters must have prior approval / stamped for posting by OSACS.
3. Instructional materials, equipment and classroom furniture/fixtures must not be taken out of the classroom unless with prior approval from the Vice President for Administration.
4. The use of tape, glue staple wires on cork and/or bulletin boards is strictly prohibited. Likewise, adhesive tapes are prohibited for mounting / posting materials on concrete walls.
5. Promotional materials must be submitted to OSACS for approval prior to final printing and display.

Section 8: Leadership Awards in Extra and Co-Curricular Activities for Graduating Students

1. Qualifications. The following are the primary qualifications to be considered for the award:
 - a. Bona fide candidates for graduation
 - b. Without any academic deficiency
 - c. Without documented violation of any rules and regulations and laws.
2. Evaluation procedure
 - a. The evaluation for extra and co-curricular activities shall start from the first year of enrollment of a student until graduation.

- b. The OSACS shall establish Extra and Co-Curricular Merit Instrument (ECMI), which must be accomplished and submitted to by all concerned not later than one (1) week after the end of each activity.
- c. Comprehensive Official Evaluation for all qualified candidates shall commence not later than a week after the Midterm examination during second semester which marks the moratorium for all extra and co-curricular activities.
- d. The result of the Comprehensive Official Evaluation shall be submitted to the Vice President for Academic Affairs who shall take the matter to the University Council to determine on the assignment of gold, silver and bronze medals to be awarded during the commencement exercises.
- e. Whoever obtained the highest number of accumulated points will receive the Presidential Gold Medal for Leadership.

OTHER POLICIES

Section 1: Outing and Field Trips

Outings and fieldtrips may be used as a class activity but should not in any way, disrupt other classes. Its objectives must be stated and must be related with their subjects. The usual permission of the Deans and teachers concerned should be secured and including consent of the parents to protect students' safety and the good name of the university. Final approval should be obtained from the President upon recommendation of the administrative offices concerned.

Section 2: Security Measures

- 1. A security force is maintained by the university for the safety of the students, faculty and school personnel. All security measures adopted by the university should be enforced and all violations of existing laws and rules on the part of the security force should be reported to the Vice President for Administration, through OSACS, for appropriate action according to the pertinent provisions in Norm V.
- 2. All unbecoming actions and discourtesy on the part of the security force should be reported to the Vice President for Administration.
- 3. All unbecoming actions and misbehavior of students towards the security force should be reported to OSACS for disciplinary action according to the pertinent provisions in Norm V.

Section 3: Suspension of Classes.

The President or his delegated officials shall be responsible for the suspension of classes.

1. Typhoons
 - a. Typhoon Signal No.1
 1. All daytime classes continue
 2. Evening Classes are called off
 - b. Typhoon Signal No.2: Same as Signal No. 1 except when the Office of the President, the Mayor or CHED declares otherwise.
 - c. Typhoon Signal No. 3: Same as Signal No. 1 except when the Office of the President, the Mayor or CHED declares otherwise.
2. Strikes and Other Calamities

The President shall announce suspension of classes in cases of strike and other calamities. However, if the safety of the students is the issue, the student may decide to come or be absent from school and his absence will be excused.

Section 4: Health Services

A room is designated as Center for Health services in the university to give students first aid treatment when necessary. The Health Services at the City Hall and the Pasay City General Hospital may be availed of by the students.

Section 5: Religious

1. Religious services of different denomination and creed may be allowed provided:
 - a. The purpose of such group/sect/movement does not violate rules and policies of CPU and laws.
 - b. The group/sect/movement is duly recognized or accredited.
 - c. Their activities are coordinated and scheduled with the OSACS.
2. Recognized religious group/sect/movement ought to participate in the inter-faith/ecumenical fellowships initiated by the university to foster harmony with each other.

Section 6: Parent/Guardian School Relationships

1. The obligation to keep parents/guardians informed of student class standing, failures and misbehavior belongs to the student themselves.
2. Notices thereof that may be sent by the university to parents/guardians are mere courtesies and do not relieve the students of their obligations. Hence any ignorance of the student's status on the part of the parents/guardians is attributed to the students.

3. Parents/guardians however, shall cooperated and participate in the related activities being initiated by the universities to promote mutual understanding and support system for the sake of the students.

Section 7: Mails/Letters.

Letters received via mail or by other means and addressed to the members of the student body may be obtained from the OSACS. It is the duty of the students to check "Mail Call Posting" on OSACS information board. Any letter unclaimed after two months from date of receipt by the school will either be returned to sender or in the absence of a return address be destroyed after final notices to addressee have been sent.