



Student Handbook 2014

LICEO

ARTICLE I

LICEO DE CAGAYAN UNIVERSITY: A DISTINCTIVE INSTITUTION OF HIGHER LEARNING

Section A. A BRIEF HISTORY OF LICEO DE CAGAYAN UNIVERSITY

Founded in 1955 by Atty. Rodolfo N. Pelaez of Cagayan de Oro City and his wife Elsa P. Pelaez of Cebu City, the University was established with the primary vision of extending education to the youths especially those poor but deserving students in Northern Mindanao. Envisioned to make relevant and quality education accessible to the youths, this higher institution of learning was founded to facilitate their total human formation anchored on moral values and Christian precepts.

Distinctions. Liceo de Cagayan University was named the Center of Excellence for Nursing Education in Region X, XII, and the Caraga. Moreover, she was awarded as the “Most Effective Private Secondary School” in the division and regional levels by the Department of Education, Culture, and Sports (DECS) in 1996. In 1998, the University was ranked top 4 Law School nationwide by the Supreme Court of the Philippines. The University had continued to earn the distinguishing stamps of excellence from the Commission on Higher Education (CHED) and reputable accrediting bodies: The Category A (t) was conferred in 2008 through the Institutional Quality Assurance Monitoring and Evaluation System (IQuAME) earning the prestige of being the first Mindanao university to be awarded such distinctive category. Having met above par standards of a higher education institution, the University has enjoyed the meritorious Autonomous Status award since 2009. This autonomous status means that Liceo de Cagayan University has consistently demonstrated exemplary performance in instruction, research and community service. In 2012 the University's Asian Journal of Biodiversity (ISSN-2094-1519), indexed in Thomson Reuters Master Journal for 2011-2014, was declared as CHED Accredited Research Journal (Category A-1). The University was one of the first three (3) universities to earn this distinction; the other two included Ateneo de Manila University (Kritika at Kultura, ISSN-0119-3058) and UP Los Baños (Journal of Environmental Science and Management, ISSN-0119-1144).

Accreditation. Seventeen (17) programs are accredited by the Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA), where 5 are on the Level III status. The University enjoys the distinction of having the highest number of accredited programs in the Region to include the Doctor of Management.

In 2007, the University was the first institution to have been granted level III reaccredited status in Region 10 for the Liberal Arts and Business Administration programs. The Master in Management, Master of Arts in Nursing and Nursing programs achieved the *first* Level III reaccredited status in the whole country in 2008. For two successive years (2012 and 2013), the University was awarded as the educational institution with the highest number of accredited programs in Region 10.

To date, the following 17 programs have been accredited in the different levels, with Level III being the highest: Liberal Arts, Business Administration, Nursing, Master in Management, Master of Arts in Nursing, Elementary Education, Secondary Education, Psychology, Biology in Level III; Doctor in Management, Radiologic Technology, Information Technology, Accountancy, Tourism, High School, Grade School level II; and Criminal Justice in Level 1.

Curricular Offerings. The University confers more than 990 degrees on the average annually in more than 30 fields of study through the professional schools (School of Graduate Studies, Liceo Law and College of Medicine) and 12 undergraduate colleges.

During the first 25 years, the University was exclusively a tertiary level institution that offered courses in Law, Commerce, Engineering, and Liberal Arts. It was in 1981 when the Basic Education Department, consisting of the primary and secondary levels, completed the three curricular levels that the University is currently offering. In Cagayan de Oro City, the University pioneered in the offering of Nursing (both baccalaureate and graduate degrees), *Physical Therapy, Radiologic Technology, Medical Laboratory Science, Computer Engineering, Electronics and Communications Engineering, Tourism, Computer Information System, and post graduate degree in Management: Doctor in Management*. Graduates of these courses have positioned themselves in filling the manpower requirements of both developed and developing economies and have distinctly excelled professionally in different areas.

To date, the University takes pride in offering the following undergraduate degree programs: Accountancy, Business Administration, Criminology, Education, Information Technology, Engineering (Civil, Electrical, and Industrial), English Literature and Performing Arts (with the specialization in *Theater, Music, or Dance*), Music (Performance and Pedagogy), Communication, Economics, International Studies, Political Science, Psychology, Biology, Library and Information Science, Hotel, Restaurant and Institution Management, and Tourism, Physical Therapy, Radiologic Technology, Medical Laboratory Science, Pharmacy, Occupational Therapy.

In response to the growing demands of continuing education for professionals, innovative and diverse graduate and post-graduate programs were opened to meet varied discipline needs of professionals. Thus, for *Management*, the following specializations are offered: Management Engineering, Environmental Planning and Management, Public Management, Human Resource Management, Business Management, Information Technology Management and Instructional Systems Management. Likewise, the Education Program also offers the following majors: English Language Teaching, Early Childhood Education, Special Education, Organization and Management, Health Personnel Education, General Science, Social Science Teaching. Master in Nursing offers Nursing Administration Service, Medical Surgical Nursing, Maternal and Child Health Nursing, Community Health Nursing and Psychiatric Nursing. These programs have been made possible for local executives to update and upgrade themselves in the achievement of greater productivity, professional growth, and sense of fulfillment.

The Institute of Short Studies offers Caregiving, Culinary Arts, and English Proficiency Courses for international students and professionals, Foreign Languages, and Personality Development, among others.

Track Record. In the licensure examination given by the Professional Regulation Commission, Liceo de Cagayan University was rated Top Performing School in Radiologic Technology in 1996, 1997, 2000, 2001, 2002, 2007, 2009, 2011 and 2012; produced first placers in 1996, 2000, 2002, 2008 and 2014 ;second placers in 2001 and 2008 and third placers in 2006 and 2009 Licensure Examinations; Top 2 in Physical Therapy (second only to UP) in the category of 25-50 graduates fielded between 1992-1996, 12th placer in 1994, and 5th placer in 2007; top 3 in X-Ray Technologist; top 6 in Nursing; 10th place in the Licensure Examination for Teachers in 2009; consistent high passing rate in the Criminologist Licensure Examination in 2010 to 2012 with 100% passing rate in 2011; consistent high passing rate in the Licensure Examination for Certified Public Accountants in 1997 to 2012 and landed 16th place in 2001 and 20th place in 2006, and 100% passing rate for the first batch of examinees in 2012 for Medical Laboratory Science.

From 2013 to present, the Licean graduates topped in the licensure exams as follows: two Top 1 from the College of Radiologic Technology, Top 2 in Radiologic Technology, Physical Therapy and Pharmacy, Top 4

in Physical Therapy, Top 6 in Radiologic Technology, Psychology and Medical Laboratory Science, Top 7 in Accountancy and Radiologic Technology and Physical Therapy, two Top 9 from Radiologic Technology and Top 10 from Radiologic Technology, Nursing and Teacher Education.

Community Service. Complementing the academic curricular offerings of Liceo de Cagayan University is a strong commitment to community development. The University has made the protection, preservation, and conservation of the Cagayan de Oro River as its flagship community extension project. Measures are in place to assemble and catalyze a multi-sectoral approach to drum up support and community consciousness toward this end under the “Safer River, Life Saver” project in partnership with the Rodolfo N. Pelaez Foundation, Inc. The RNP Foundation Inc. enhances further the provisions of the scholarship programs to poor but deserving students and strengthens the promotion of the charitable activities for the welfare of the community. Expanding this thrust, there is now an institution-wide comprehensive effort in the University to deliver social, educational, livelihood, sanitation, literacy, and activities for natural resources conservation through a community immersion program in the rural communities.

Research. The University has created a research department whose objective is to improve the quality of instruction and to foster an institutionalized culture of research. The Research and Publication Office fulfills the knowledge-creation function of the university and has produced world-class scientific journals that earned the acceptance by indexing companies such as : (1) Thomson Reuters (ISI) Science Journal Master List, (2) CrossRef (3) E-International Scientific Research Journal Consortium, (4) Philippine E-Journals, (5) Google Scholar, (6) Philippine Journals Online, (7) Index Copernicus Scientific Journal database, (8) Journal TOCs, (9) Research Gate, and (10) Scholastica.

In 2010, the Liceo Journal of Higher Education Research was ranked Category B by the CHED Journal Accreditation Service (CHED JAS). In 2012 the University’s Asian Journal of Biodiversity (ISSN-2094-1519), indexed in Thomson Reuters Master Journal for 2011-2014, and was declared as CHED Accredited Research Journal (Category A-1). Likewise, in 2013, the University’s Asian Journal of Health was accredited as Category B.

Meanwhile, other journals such as The Asian Journal of Business and Governance and the Asian Journal of Health also enjoy global readership. The Nursing Journal and the Advancing Information Technology Research are also indexed. The journals of Liceo de Cagayan University are international, peer-reviewed, ranked, indexed, cross-referenced (DOI), and accessed globally via online. These journals are presently indexed in the US Library of Congress in Washington, D.C.

The Research Programs of RPO focus on Biodiversity, Social Sciences, and Health. The Biodiversity Research Program was awarded second place in the CHED Best HEI Research Program in Region 10. The Social Sciences research entry won first place in the REPUBLICA Regional Research Contest in Region 10, also awarded by CHED.

Licean researches continue to reap national and international awards. Today, the University is a member of PILA Cross Ref USA for Digital Object Identifier (DOI). The RPO has copyrighted each volume of the journals and has applied for trademark of the journal titles. To be of better service to the research undertaking of the University, the RPO also extends assistance through grammar software, plagiarism detector, reference checker, SPSS software.

Culture and Arts. In 2005, the RODELSA Hall, a state-of-the-art theater, was built to become the venue for various cultural and performing arts presentations. It was also meant to support the University effort to develop more fully the academic community's appreciation of culture and the arts. The core of international diplomacy of the European Union Philippine Commission, the Cine Europa, has been hosted by the University for the past six years at the RODELSA Hall. The La Castilla Museum was also opened for the Liceo community to further appreciate contemporary Filipino Lifestyle. Additionally, the Folkloric Dance Troupe now reaps international distinctions through their performance abroad while the Next Moves Dance Company, the Liceo Pep Squad as well as the G-Clef have been acclaimed for their feat in local and national competitions.

International Affairs. The office of External Relations and Internationalization was formally established in 2013 from what used to be Internationalization Unit. To further enhance institutional visibility and international understanding, expose the faculty and the students to various cultures, and set the best practices in different disciplines or life areas with global dimensions as its benchmarks. Its centerpiece alliance has recently taken place in May, 2014 at the unveiling of the PASCH plaque attesting to the approval of the partnership between of the Federal Republic of Germany Foreign Office with Liceo de Cagayan University. PASCH stands for a School: Partner for the Future (Schulen der Zukunft)—that binds 1,500 schools world-wide network in priority regions in SEA, SA, and Oceania. Anchoring this alliance is the offering of German language integrated in the Grades 9 and 10 curriculum in the Technology and Livelihood Education (TLE) subject until Grade 12 thus qualifying Liceo's graduates for career opportunities in German companies and generous scholarships in a number of German Universities. Likewise German language courses are enrolled in by students from medical related, hotel and restaurant and international studies and in graduate studies. This alliance earned for the University instructional materials and texts, state of the art interactive presentation equipment, from other German agencies such as the Goethe Institut in Berlin, the Hanns Seidel Foundation and the Association of Hanns Seidel scholars in the Philippines and from the Federation of German Private Caregivers in Berlin. Other significant activities within this German partnership in collaboration with Philippine Embassy in Berlin, include two piano concerts held in Berlin by Liceo's VP for Cultural and Alumni Affairs.

Other linkages. Linkages with foreign embassies awarded Liceo sponsorships of a series of McLuhan lectures on Journalism by the Embassy of Canada, Cultural lectures of Embassy personalities which include the Ambassador of Canada, and the country director of Hanns Seidel, and of the British Council, the USAID Director for Education, four-day workshops on creative writing by the US Embassy cultural specialist, lecture series on the Japanese classical theatre and the Haiku, staging of a modern genre of comedy care of the British Council and a common on-line newspaper of Liceo High together with Islington High, at Green Bend, London and a school in Serbia. The University has various international Research Cooperation among all others are with the National University of Singapore, Singapore Botanic Gardens (Singapore), the Chinese Academy of Sciences (China), the Chulalongkorn University (Bangkok, Thailand), and the Oklahoma State University (USA).

Liceo is also a member since 2012 of the Association of Southeast Asia Institutions of Higher Learning (ASAIHL) which is based in Bangkok, Thailand. Since 2008, Liceo has become a lifetime member of the University Mobility of Asia and Pacific (UMAP) Philippines.

The Administration. Liceo de Cagayan University, as a close family corporation, is headed by a president who is appointed by a board of directors. It has a flat and lean administrative structure, making governance and management responsive, effective, and action-oriented.

The University has stood the test of time through a strong, dynamic, and competent leadership at the helm. Upholding the philanthropic vision to serve the educational need of the common man, Atty. Rodolfo N. Pelaez and his wife Elsa P. Pelaez, founded this post-liberation institution in 1955. Succeeding Atty. Rodolfo N. Pelaez, who served as Director of Liceo de Cagayan, Dr. Jose Ma. R. Golez was installed as the first University President in 1997, with a five-year term of office. In 2002, Dr. Rafaelita P. Pelaez, was installed as the second University President and continued to pursue tirelessly the ideals and aspirations of the University's reason for being. After five years, Dr. Mariano M. Lerin, CPA, was installed in 2007 as the third University president. He is the concurrent University President as of this writing.

After 59 years, Liceo de Cagayan University continues to commit as a Filipino institution of higher learning; committed to the upholding of national identity by instilling in the heart of every student the pride as a Filipino. The University continues to stand for excellence, integrity, loyalty, discipline and service as central to the total human formation of students.

Section B. THE UNIVERSITY SEAL

The School Seal represents the Institutional culture of the university. The different elements and the significance of each are as follows:

- b.1. The Balance Scale is a universal symbol of Justice. It represents the first academic program offering of the Liceo which was the College of Law and reflects the paradigm that justice and fairness is of paramount significance in interpersonal relationships within the University.
- b.2. The open Book symbolizes the Book of Knowledge and our quest for it as well as the teaching-learning activity and all other such related activities which are the primary concerns of the University.
- b.3. The two branches of the Laurel Leaves stand for Victory to which every Licean must aspire to achieve in all the challenges that confront him.
- b.4. The Latin motto NIL SINE NUMINE translate to "Nothing without Divine Will" which motto was adopted by the University's Founders subscribing to the Catholic tenet of the Faith in Divine Providence.
- b.5. The Roman Numerals MCMLV is indicative of the University Foundation Year, 1955.

Section C. PHILOSOPHY, VISION, MISSION AND GOAL STATEMENTS

Philosophy

The University believes that educating the youth means instilling in them the commitment to academic excellence through a genuine interest in learning, self-discipline, and personal growth in order to realize their own potentials and to develop into fully integrated persons as they pursue their professional careers to become productive members of society.

Believing that combining work and study, social involvement and academic improvement is a major instrument for greater equity in the quest for a better life, the Liceo de Cagayan University commits to provide students with a dynamic curriculum that covers wide spectrum of educational objectives such as moral character, personal discipline, civic consciousness, citizenship training, and professional expertise enhanced by actual community outreach programs.

The Licean's awareness of the problems of the community enables him to actively participate in the basic thrust of the programs and projects of the government. The student's education is his tool in working out a firm foundation for the community. In so doing, Liceo de Cagayan University hopes that the students will be able to contribute to the sublime task of nation building. These beliefs continue to propel the University to produce the true Licean in mind, heart and spirit.

Vision

A leading Filipino University preparing responsible global leaders, anchored on Total Human Formation, for God, Country, and Humanity.

Mission

The University is committed to deliver quality instruction, research, and service learning for global integration.

Goals

As a University poised for internationalization, she is committed to deliver world standard programs for various professions.

Section D. CORE VALUES

The Core Values guide every undertaking of the University in the fulfillment of its ultimate reason for being. The University stands for *Excellence, Integrity, Loyalty, Discipline and Service*.

Excellence. Liceo stands for exemplary employees (administrators, faculty and staff) who always act with utmost professionalism and strive to be leaders in developing knowledge by pushing the boundaries of research and in providing inspiring education for students to further their competence, self-reliance, entrepreneurship, and steep in his appreciation of arts, culture and the humanities.

Integrity. Liceo stands for upright administrators, faculty, staff and students who live their life of notable decency by continuously exercising decisions and/or judgments that are morally, spiritually and legally grounded.

Loyalty. Liceo stands for dedicated administrators, faculty, staff and students who continuously encourage fidelity to the university traditions and an unwavering adherence to the ideals and aspirations of the institution that fosters commitment, respectability and nationalism.

Discipline. Liceo stands for administrators, faculty, staff and students who live a life of self-restraint by cultivating prudence and temperance in favor of greater gain beyond his/her own interests.

Service. Liceo stands for administrators, faculty, staff and students who strongly advocate meaningful active involvement in the community to build wholesome and progressive society and to find fulfillment in serving others.

The Core Values are integral to the way the Liceo de Cagayan University operates as an institution of higher learning.

Section E. DEPARTMENTAL AND PROGRAM VISION, MISSION, GOALS, AND OBJECTIVES

e.1. Basic Education**e.1.1. Pre-Elementary Education****Vision**

The Pre-Elementary Department envisions itself as a teaching-learning environment that molds a child's innate resources to become a well-rounded person.

Mission

The Pre-Elementary Department commits itself to develop the child holistically, that is, socially, emotionally, intellectually, and physically.

To achieve all these, the students must possess the following:

- a. independence among the children;
- b. artistic talents in music and the performing and visual arts;
- c. skills to communicate their ideas verbally;
- d. self-confidence;
- e. competence in the basic academic concepts; and
- f. proper social behavior.

e.1.2. Elementary Education

Vision

The Elementary Department envisions itself as an excellent learning institution that prepares the learners with minds and hearts true to the Filipino heritage and imbued with a sense of responsibility for the various life tasks in the service of God, Country, and Humanity.

Mission

The Elementary Department commits itself to develop responsible citizens capable of responding to the challenges of the fast-changing world through the delivery of quality education.

To achieve all these, the students must possess the following:

- a. knowledge and skills necessary for living in a changing social milieu;
- b. love for the people and the nation to which they belong;
- c. learning experiences that prepare them for constructive and effective involvement; and
- d. orientation to the world of work and creativity and prepare them for honest and productive life.

e.1.3. Secondary Education

Vision

The Secondary Department envisions itself as an academic community that demands commitment to excellence from her constituents as she aims to best serve her students through a set of values that are envisioned to mobilize them forward.

Mission

The Secondary Department commits itself to prepare the students for their best post-secondary alternatives: college learning, vocational inclinations, and entrepreneurship. It further endeavors to produce articulate, innovative, self-reliant, creative, responsible, and mature members of the school, home, and community.

To achieve all these, the students must possess the following:

- a. academic excellence;
- b. multifaceted skills;
- c. preparedness for post-secondary education: college education, vocational inclinations, and entrepreneurship;
- d. skills in recognizing and performing their duties and responsibilities at home, and in becoming members of their own families;
- e. ability to be persons for others by being respectful, considerate, and willing to engage in group work; and
- f. teaming skills in communal activities by helping in the maintenance of peace, health, and sanitation.

e.2. Higher Education

e.2.1. College of Arts and Sciences

Vision

The College of Arts and Sciences envisions itself as a teaching-learning institution at the very heart of the University's undergraduate education, which, as a service unit, provides all the students with the basic competencies crucial to the effective and efficient performance of their respective fields of specialization.

Mission

The College of Arts and Sciences, through its liberal arts and sciences programs, commits itself to develop creative and responsible individuals for a changing society.

To achieve all these, the students must possess the following:

- a. contemporary leadership skills in evaluating problem-solving, planning, and decision-making for national and global economic development;
- b. intrapersonal and interpersonal skills anchored in multicultural awareness and sensitivity, professionalism, commitment, adaptability, self-confidence, and positive attitude;
- c. skills in communication, research, and computer technology;
- d. multifaceted character that exemplifies the University core values of excellence, integrity, loyalty, discipline, and service for God, country and humanity; and
- e. creativity and sense of responsibility for the changing society.

General Education. The General Education component of the College of Arts and Sciences is aimed at producing globally competitive graduates whose principles, skills, and values are not only deeply rooted in the Filipino arts and culture but also attuned to current world trends and standards, that is, graduates who possess the following:

- a. contemporary leadership skills in evaluating problem-solving, planning, and decision-making for national and global economic development;
- b. intrapersonal and interpersonal skills anchored in multicultural awareness and sensitivity, professionalism, commitment, adaptability, self-confidence, and positive attitude;
- c. skills in communication, research, and computer technology;
- d. multifaceted character that exemplifies the Liceo University core values of excellence, integrity, loyalty, discipline, and service for God, country and humanity; and

- e. creativity and sense of responsibility for the changing society.

e.2.2. College of Business and Accountancy

Vision

The College of Business and Accountancy envisions itself as one of the top business schools in Mindanao through quality instruction, research, and service contributions in business, academe, government, and community.

Mission

The College of Business and Accountancy commits itself to provide an environment in which the creation, integration, dissemination, and application of business knowledge can flourish.

To achieve all these, the students must possess the following:

- a. knowledge and competence in the fields of accountancy, hospitality management, business administration, and accounting technology;
- b. leadership skills in business and government be it local, national, or international;
- c. business skills and techniques to enable them to assume productive roles and pursue higher learning; and
- d. sense of responsibility in each individual to uplift the quality of life.

e.2.3. College of Education

Vision

The College of Education envisions itself as an academic institution for the training of future teachers in the pursuit and practice of quality teaching, research, and community service to achieve the highest level of competency and commitment to the profession.

Mission

The College of Education commits itself to foster lifelong learning in various disciplines, thereby producing professional and highly competent teachers.

To achieve all these, the students must possess the following:

- a. knowledge, skills, positive attitudes, and expertise in their own fields of specialization;
- b. values of moral integrity, discipline, loyalty, compassion, love of God and country, honesty, and commitment towards the profession; and
- c. interpersonal communications skills to make them effective and efficient conveyors of knowledge.

e.2.4. College of Engineering

Vision

The College of Engineering envisions itself as a competitive and leading institution in Mindanao that provides quality Engineering Education and leadership in research, development, and application of technology for the advancement and well-being of the society.

Mission

The College of Engineering commits itself to provide students with a multidisciplinary curriculum that will produce highly competent professional engineers.

To achieve all these, the students must possess the following:

- a. proficiency in the application of the principles of engineering sciences and mathematics in order to design solutions for a wide variety of engineering problems;
- b. ability to communicate effectively engineering designs and solutions in written, oral, graphic, or any appropriate tool;
- c. relevant education and practical training necessary to begin a successful career in industrial and private engineering practice or in pursuit of higher engineering education;
- d. ability to adapt to emerging trends in engineering and the use of modern approaches in solving complex engineering problems in the actual work environment;
- e. commitment to continuing personal and professional growth; and
- f. full understanding of the ethical and moral dimensions of the profession for good leadership in engineering practice and in the community that they serve.

e.2.5. College of Criminal Justice**Vision**

The College of Criminal Justice envisions itself as a significant educational institution actively and continually involved in producing graduates who will lead the nation in addressing the vital problems of crime control and meeting the demands for global competence.

Mission

The College of Criminal Justice commits itself to provide the community with professionally competent and morally upright graduates who can deliver efficient and effective services along public safety and order.

To achieve all these, the students must possess the following:

- a. knowledge of the concepts of citizenry, accountability, and leadership and an understanding of one's moral and legal responsibility to his fellowmen, his community, and his country;
- b. competence and skills in crime prevention, law enforcement, and scientific crime detection;
- c. value of service to humanity; and
- d. passion for research and inquiry along the field of Criminal Justice.

e.2.6. College of Information Technology**Vision**

The College of Information Technology envisions itself as the region's leading institution with an IT program that produces the best, dynamic, competent, compassionate, and committed men and women proficient in the use of state-of-the-art technology.

Mission

The College of Information Technology commits itself to uphold quality and excellence in IT education among its students.

To achieve all these, the students must possess the following:

- a. technical skills in programming, web designing and developing, system administration, and networking;
- b. industry-driven initiatives to respond to the fast-changing technology; and
- c. passion for excellence in the field of information technology.

e.2.7. College of Medical Laboratory Science

Vision

The College of Medical Laboratory Science envisions itself as the region's premier institution that responds to the demands for manpower in the paramedical service.

Mission

The College of Medical Laboratory Science commits itself to produce competent medical technologists who can genuinely demonstrate the Licean ideals wherever they may be.

To achieve all these, the students must possess the following:

- a. knowledge, proper attitude, and refined skills in the performance of clinical laboratory procedures needed as aid to proper diagnosis, treatment, prognosis, and prevention of diseases;
- b. skills in critical and analytical thinking to advance knowledge in Medical Technology/Medical Laboratory Science in order to contribute to the challenges of the profession;
- c. leadership skills, competence, and excellence; and
- d. moral and ethical values in the practice of their profession

e.2.8. Conservatory of Music, Theater and Dance

Vision

The College of Music envisions itself as a music school of international standard.

Mission

The College of Music commits itself to produce highly skilled, competent, and multifaceted musicians, artists, and/or music teachers.

To achieve all these, the students must possess the following:

- a. skills and competence in the rudiments of music particularly in the areas of solfege, theory, choral, and instrumental performance;
- b. skills in research and music innovation; and
- c. passion for continuing education.

e.2.9. College of Nursing

Vision

The College of Nursing envisions itself as the topmost institution of choice for producing globally competent nursing professionals imbued with Licean core values and virtues.

Mission

The College of Nursing commits itself to produce highly skilled nurse practitioners through quality instruction, research, and community development programs that are ever congruent with the changing times.

To achieve all these, the students must possess the following:

- a. ability to perform safe, quality, and holistic care to individuals, families, population groups, and communities;
- b. caring behaviors of compassion, commitment, confidence, competence, conscientiousness, creativity, and comportment;
- c. professionalism in accordance with legal, ethical, and moral principles;
- d. communicative skills that are culturally appropriate;
- e. managerial and leadership skills to ensure the effective and efficient delivery of care to the clients;
- f. ability to apply principles of evidence-based practice in the delivery of care; and
- g. continual passion for and engagement in lifelong learning.

e.2.10. College of Pharmacy

Vision

The College of Pharmacy envisions itself to produce globally competitive and professional pharmacists imbued with the Filipino and Licean values in delivering quality service, promoting excellence, observing discipline, and advocating community pharmaceutical health care system.

Mission

The College of Pharmacy commits itself to produce professional, competent, responsible, and skilled pharmacists that secure the appropriate use of medicines and devices, deliver pharmaceutical care services, and facilitate optimal therapeutic outcomes through committed teachers and relevant curriculum, thereby improving the health and the quality of life of the society.

To achieve all these, the students must possess the following:

- a. knowledge in compounding, manufacturing, storing and dispensing drugs for prevention, diagnostic, treatment, and cure of human and animal diseases;
- b. skills in pharmaceutical care services through effective and safe medications that are valued by the health care system;
- c. competence in public education services with safe drug information and counseling;
- d. advocacy in conducting relevant and useful pharmaceutical researches and adapting advanced health care technology which will improve and optimize health-related quality of life; and
- e. professional and ethical skills in their pharmacy practices through networking.

e.2.11. College of Physical Therapy

Vision

The College of Physical Therapy envisions itself as a leading institution dedicated to academic excellence as demonstrated through the delivery of quality education and national recognition along the field of Physical Therapy.

Mission

The College of Physical Therapy commits itself to produce globally competent physical therapists who can personify national identity, intellectual pursuit, cultural consciousness, and moral integrity.

To achieve all these, the students must possess the following:

- a. skills to integrate the physical therapy profession as a vital component of the health care system;
- b. knowledge and skills needed in examination, evaluation, and planning of effective physical therapy interventions;
- c. clinical skills in decision-making process;
- d. professional and ethical skills to ensure the well-being of patients;
- e. compassion and dedication in rendering service to persons who are physically challenged;
- f. habits that will foster lifelong personal and professional growth;
- g. leadership skills in programs for physical therapy education, clinical practice, and experience; and
- h. desire to involve in community-based programs.

e.2.12. College of Radiologic Technology**Vision**

The College of Radiologic Technology envisions itself as one of the country's leading institutions in the field of Radiologic Technology.

Mission

The College of Radiologic Technology commits itself to produce globally competitive radiologic technologists who can best demonstrate the use of modern and state-of-the-art imaging modalities to support clinical diagnosis of diseases.

To achieve all these, the students must possess the following:

- a. technical competence, critical thinking skills, and knowledge on anatomy, positioning, equipment and technique to produce excellent images safely;
- b. ability to professionally adhere to ethical precepts;
- c. commitment to lifelong learning and professional growth;
- d. research skills; and
- e. interpersonal communication skills for excellent patient care.

e.3. Professional Schools**e.3.1. Liceo Law**

Vision

The Liceo Law envisions itself as a premier law school in the country distinguished for its academic quality.

Mission

The Liceo Law commits itself to deliver quality legal education that instills a strong ethic of service and moral responsibility toward the protection and promotion of justice through a well-integrated program of instruction that links skills and knowledge, applies theory to practice, respects, and engages diverse points of view and experiences.

e.3.2. School of Graduate Studies**Vision**

The School of Graduate Studies envisions itself as a leading professional school in producing a pool of innovative, competent, and dynamic manpower for the development of Mindanao and the Asia Pacific Region.

Mission

The School of Graduate Studies commits itself to produce efficient and effective leaders and managers who are imbued with the ideals of service and passion for excellence and have the capability to create or discover new knowledge.

To achieve all these, the students must possess the following:

- a. cognitive competence and praxis-translating ideas into action: in their chosen fields of specialization; in research; and in the communication of research;
- b. informed understanding of organizational phenomena, and, at the same time, desirable Filipino cultural values;
- c. awareness of societal needs, and engagement in community-related projects as a vehicle for developing critical awareness of issues confronting Filipino society;
- d. creative and productive skills to engage in diverse organizational cultures.; and
- e. expertise in employing technologies to meet long-term manpower demands and uplift the lives of disadvantaged groups including the urban poor.

Section F. THE PROFILE OF THE LICEAN GRADUATE

The graduate of the Liceo de Cagayan University is a holistically developed person who embodies the University's core values of excellence, integrity, loyalty, discipline, and service. The Licean graduate is exemplary, upright, self-restrained, dedicated, and selfless.

F.1. Excellent. The Licean accentuates education gained from the University as a means to further competence, self-reliance, entrepreneurship, and to deepen arts and culture appreciation. Thus, the Licean:

- f.1.1. practices remarkable expertise in his/ her field of specialization;
- f.1.2. demonstrates high level of efficiency, leadership, and management skills;
- f.1.3. commits and dedicates himself/herself to life-long learning through a continuous integration of updated knowledge, skills, and attitudes;
- f.1.4. develops continuously his/her higher order thinking skills;

- f.1.5. expresses himself/herself competently in both oral and written communication;
- f.1.6. practices industry and diligence to avoid dependence on others;
- f.1.7. counts on his/her giftedness and resources in pursuing goals;
- f.1.8. takes full responsibility for the development of his/her potential;
- f.1.9. initiates innovations that advanced personal, community, and country development;
- f.1.10. supports new ideas and engages in creative processes and novel solutions in dealing with problems.
- f.1.11. demonstrates sustained appreciation of Arts and Culture.

F.2. Integrity. The Licean lives a life of exceptional uprightness by continuously exercising decisions and/or judgments that are morally, spiritually and legally grounded. Thus, the Licean:

- f.2.1. takes decisive actions against all forms of illegal and unethical conduct;
- f.2.2. favors Universal Ethical Principles over personal gain or for social conformity;
- f.2.3. respects cultural diversities;
- f.2.4. conducts oneself in a manner that brings honor and prestige to the University;
- f.2.5. respects differences in opinions and maintains confidentiality;
- f.2.6. demonstrates nobility in character and trustworthiness; and
- f.2.7. observes congruence in language and in action.

F.3. Loyalty. The Licean manifests a sense of gratitude for the gift of education by upholding the University traditions and by remaining faithful to her ideals and aspirations, and lives a life of commitment, respectability and nationalism. Thus, the Licean:

- f.3.1. contributes to his/her family's, workplace's, and community's well-being;
- f.3.2. commits to defend the university, community and the country at all times;
- f.3.3. puts a great deal of effort beyond what is expected;
- f.3.4. upholds the rights and privileges, duties and responsibilities of Filipino citizens;
- f.3.5. appreciates the rich cultural diversities of Filipinos; and
- f.3.6. helps promote the best of Filipino customs and traditions.

F.4. Discipline. The Licean lives a life of self-restraint by cultivating prudence and by delaying gratification and pleasure in favor of greater gain beyond his/her own interests. Thus, the Licean:

- f.4.1. works responsibly without need for close supervision;
- f.4.2. exhibits a high degree of professionalism;
- f.4.3. manifests guardianship over Filipino art and culture;
- f.4.4. conveys intellectual humility in professional and interpersonal situations;
- f.4.5. displays a firm determination for achievement;
- f.4.6. shows consistency in performing tasks systematically and competently; and
- f.4.7. maintains a good disposition in life.

E. Service. The Licean meaningfully engages in the life of society through stewardship, volunteerism, civic-consciousness, human dignity and courage. Thus, the Licean:

- 1. manifests consistent sensitivity and responsibility for God's creation;
- 2. exercises care and thoughtful use of properties and the things entrusted to him/her
- 3. preserves authentic Filipino arts and culture while demonstrating openness and active support for the appreciation of other forms of arts and cultures and the humanities in general.
- 4. serves others readily and finds fulfillment in responding to the needs of the community;
- 5. offers active support for victims of violence, exploitation, and oppression;

6. supports efforts in improving the quality of community life that is self-reliant and self-sustaining;
7. shows reverence for life;
8. shows strong advocacy for improving the plight of the less privileged; and takes risks and bold initiatives in undertaking noble projects.

Section 7. The Organizational Structure of Liceo de Cagayan University

A. The Institutional Organization Chart

1. Liceo de Cagayan University Institutional Chart

B. The Offices of the Vice Presidents Organizational Chart

1. Vice President for Administration
2. Vice President for Finance
3. Vice President for Academic Affairs
4. Vice President for Student Personnel Services
5. Vice President for External Relations and Internationalization
6. Vice President for Cultural and Alumni Affairs

THE ADMINISTRATORS

DR. RAFAELITA P. PELAEZ	: Chairman, Board of Directors
DR. MARIANO M. LERIN, PhD, CPA	: University President
DR. ALAIN MARC P. GOLEZ	: Executive Vice President
	: Vice President for Administration
PROF. RUDOLF CAESAR P. GOLEZ	: Vice President for Cultural and Alumni Affairs
	: Dean, Conservatory of Music, Dance and Theater
DR. MA. FLORECILLA C. CINCHES	: Vice President for Academic Affairs
	: Director, Planning Office
DR. EDGAR V. ROMERO	: Vice President for Human Resource Management and Development
DR. NENITA I. PRADO	: Vice President for Research, Publication and Extension
DR. EDZEN A. ESPINA	: Assistant Vice President for Research, Publication and Extension
MR. EDWIN M. DELOS SANTOS, JR.	: Chief Finance Officer
ATTY. LEO PAOLO L. PEREZ, CPA	: University Comptroller

DEANS, ASSOCIATE/ASSISTANT DEANS AND PRINCIPALS

DR. MA. CHONA V. PALOMARES	: Dean, School of Graduate Studies
DR. DELIA S. EVARDO	: Dean, College of Medicine
DR. JOSE DANTE D. ESTANDARTE	: Associate Dean, College of Medicine
ATTY. ANTONIO CARLOS B. ALMIRANTE	: Dean, College of Law
MR. OLIVER N. PLAZA II	: OIC Dean, College of Arts and Sciences
	: Director, Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP)
DR. FELSA A. LABIS	: Dean, College of Business and Accountancy
MR. LEMUEL C. EDROLIN, MSCrim	: Dean, College of Criminal Justice
	: Chief Safety and Security

DR. ANDREW P. PONTE : Dean, College of Information Technology
 DR. ALICE G. COMAHIG : Dean, College of Engineering
 PROF. HORST-HANS BACKER : Assistant Dean, Conservatory of Music, Dance and Theater
 DR. AMELDA C. LIBRES : Dean, College of Medical Laboratory Science
 DR. JUDITH T. DALMAN : Dean, College of Nursing
 DR. MERCEDITA D. AQUINO : Dean, College of Pharmacy
 DR. DENISE O. ORONG : Dean, College of Rehabilitation Sciences
 MR. JAMES A. ALMAJAR : Dean, College of Radiologic Technology
 DR. MA. FE D. OPINA : Dean, College of Education
 MRS. MARY GRACE C. MESIAS : Principal, Senior High School – Paseo del Rio
 MRS. MELODY V. SUNOGAN : Principal, Senior High School – Main Campus
 MRS. ROSE C. PADIN : Principal, Senior High School – RNP Campus
 MS. MARICOR L. LAMBERTE : Principal, Junior High School
 MS. ELVY Q. MALABO : Principal, Grade School

ACADEMIC DEPARTMENT HEADS

MRS. SHERLITA M. BARRUN : University Registrar
 DR. LINDA L. MONDOÑEDO : Director, University Libraries and Instructional Media Center
 MRS. ROSEMARIE G. SUNIEL : Assistant Director, University Libraries and Instructional Media Center
 MR. HENRY J. ABELLANOSA : Associate Director, Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP)
 MR. FERDINAND GIL G. CALANG : Quality Assurance Officer

NON- ACADEMIC DEPARTMENT HEADS

DR. IGNATIUS JOSEPH N. ESTROGA : Director, Student-Personnel Services
 DR. ROSALINA S. HUERBANA : Executive Director, Safer River, Life Saver Foundation, Inc.
 MRS. EVANGELINE N. CABE : Director, Guidance and Placement Center
 MR. AR-AN J. NANOL II : Director, Liceo Center for Community Development
 MR. CECILIO P. TONGCO JR. : Director, Management Information System
 MR. ROGER E. ODRON : Artistic Director
 : Folkloric Dance Troupe and Next Move Dancers
 MS. MARY ROSE C. SENOLOS : Budget Officer
 ENGR. FELIX L. NISTAL : Administrator, Physical Plant and Facilities
 MRS. PRENELIE P. VASQUEZ : Manager, Sophia Dormitory
 MR. GUY NOLITO RADAZA : Administrator, Liceo Net – Main Campus
 ENGR. MANUEL A. ORBETA : Administrator, Liceo Net – RNP Campus
 MR. ROY EMETERIO L. PABILONA : Administrator, Liceo Net – Paseo del Rio Campus
 ENGR. LAURENCE M. PEROCHO : Administrator, Liceo Press
 MS. MA. CASSANDRA A. RAGANDANG : Head, Internal Auditor
 MR. CRISTOPHER D. TABORA : Maintenance Supervisor

CONSULTANTS

DR. TERESITA T. TUMAPON : External Relations and Internationalization

DR. ROBERTO N. PADUA : University Research
DR. LESLEY C. LUBOS : Professional Research

Section 8. FACILITIES

With the two campuses of Liceo de Cagayan University, students may avail themselves of the facilities in both campuses subject to existing Rules and Regulations. These facilities include the ELSA P. PELAEZ MEMORIAL LIBRARY and the libraries of the Graduate School, Basic Education Department, audio-visual rooms, Medical/Dental Office, Guidance and Counseling Office, speech and science laboratories, computer laboratories, Nursing Arts laboratories, canteens, athletic equipment, Sports Zone, Liceo Civic Center, South Academic Cluster (SAC), North Academic Cluster (NAC), Arts and Science building, newly renovated Engineering and Commerce building, Sacred Heart Church at the RER Subdivision, and Rodelsa Hall where the executive offices are also housed.

Section 9. DEPARTMENTS AND OFFICES

Liceo de Cagayan University is composed of the following departments and offices:

- A. Executive and Administrative Departments
 - 1. Chairman, Board of Directors
 - 2. University President
 - 3. Executive Vice President
 - 4. Vice President for Academic Affairs
 - 5. Vice President for Finance
 - 6. Vice President for Administration
 - 7. Vice President for Cultural and Alumni Affairs
 - 8. Director for Student-Personnel Services

The Board of Directors is the highest governing and policy-making body of the University.

- B. Academic Department
 - 1. School of Graduate Studies
 - 2. College of Medicine
 - 3. College of Law
 - 4. College of Arts and Sciences
 - 5. College of Business and Accountancy
 - 6. College of Criminal Justice
 - 7. College of Engineering
 - 8. College of Information Technology
 - 9. Conservatory of Music, Dance and Theater
 - 10. College of Medical Laboratory Science
 - 11. College of Nursing
 - 12. College of Pharmacy
 - 13. College of Rehabilitation Sciences
 - 14. College of Radiologic Technology
 - 15. College of Teacher Education
 - 16. Basic Education Department
 - a. Senior High School Department
 - b. Junior High School Department
 - c. Grade School Department
 - d. Pre-school Department

17. Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP)

C. Support Offices

1. Boy Scout Office
2. CAT Office
3. Chief Safety and Security
4. Drum and Bugle Corps
5. DXLU
6. Human Resource Management and Development Office (HRMDO)
7. Finance Office
 - a. Accounting
 - b. Book Center
 - c. Cashier
 - d. Comptroller
 - e. Purchasing
 - f. Supply
8. Folkloric Dance Troupe
9. G-Clef Musical Society
10. Internal Auditors office
11. Internationalization Office
12. La Castilla Lifestyle Museum
13. Library and Instructional Media Center (IMC)
14. Liceo Center for Community Development
15. Liceo de Cagayan University – Alumni Association Office
16. Liceo Legal Aid Center (LILAC)
17. Liceo Press
18. Liceonet
19. Maintenance Office
20. Management Information System (MIS)
21. National Service Training Program
22. Next Moves Dance Company
23. Office of the Cultural Affairs
24. Office of Public Affairs and Idea Animators
25. Office of the Registrar
26. Prefect of Discipline and Student Affairs - High School and Grade School
27. Quality Assurance Office
28. Research and Publication Office
29. Reservist Officers Training Corps (ROTC) Office
30. Student-Personnel Services
 - a. Campus Ministry
 - b. Canteen Services
 - c. Guidance, Placement and Testings
 - d. Health Services - Medical & Dental Clinic
 - e. Prefect of Discipline and Student Affairs
 - f. Promotions and Student Retention
 - g. Sophia Residence Hall
 - h. Sports and Athletics Coordinator

- i. Titans Newsletter
- 31. Technical Assistance Office
- 32. University Band

ARTICLE II

GENERAL ADMISSION REQUIREMENTS

Liceo de Cagayan University is open to students who meets her academic standards and who are willing to abide by the Rules and Regulations of the University.

All student applicants must be physically and mentally fit as required by the college. Students must enroll in person during the registration period. Unqualified students (those having derogatory and/or disciplinary records) may be refused admission or re-admission at the discretion of the University.

Subject to specific admission requirements of the various colleges/departments of the University (as hereafter treated), the General Admission Requirements shall be as follows:

Section 1. CREDENTIALS FOR ADMISSION

- A. For Freshmen/New Students:
 - a.1. Report Card or Form 138
 - a.2. A copy of the NSO Certified Birth Certificate
 - a.3. Certificate of Good Moral Character
 - a.4. Senior High School Diploma
 - a.5. 2 x 2 picture
- B. For Transferees:
 - b.1. Honorable Dismissal
 - b.2. Copy of Transcript of Records
 - b.3. NSO Birth Certificate
 - b.4. 2 x 2 picture
 - b.5. Certificate of Good Moral Character
- C. Foreign Students
 - c.1. Foreign students may enroll in the undergraduate and graduate studies upon submission of permit-to-study or Student Visa F(9) and upon compliance with the requirements of the Commission on Higher Education (CHED), the Bureau of Immigration, and the University.
 - c.2. Foreign students whose native language is not English and/or whose undergraduate medium of instruction was in a language other than English are required either to take an English proficiency test as a pre-requisite for admission or to enroll in a special class in English for second language learners.
 - c.3. Other course requirements needed by the course must be completely satisfied and subject to the approval of the University.
- D. Temporary Enrollment:

Temporary enrollment may be allowed on a case- to- case basis subject to the approval of the College Dean in coordination with the Office of the Registrar. Thus, a student enrolled shall be required to sign a waiver to comply with the required transfer credentials within a specific period to be determined by

the University Registrar. Non-compliance with the requirements shall not entitle the student to any credit of the subject enrolled, and any payment made thereof shall be forfeited in favor of the University.

Section 2. GENERAL PROCEDURE FOR ENROLLMENT

The following enrolment procedures should be strictly followed:

A. For New Students

- Step 1. Student pays entrance exam fee at the Cashier's Office.
- Step 2. Student goes to the Guidance Office for examination.
- Step 3. Student proceeds to the Dean/Chairman for an interview. If admitted, the Dean signs the Enrolment Process Indicator Form (EPIF).
- Step 4. Student goes to the Cashier's Office and pays the required down payment. The cashier checks the EPIF and issues an Official Receipt.
- Step 5. Student returns to the department for evaluation of subjects, enters subjects in the Subject Evaluation Form and obtains approval from the Dean.
- Step 6. Student proceeds to the Encoding Center for the encoding of subjects enrolled and fills out the student information sheet.
- Step 7. Student proceeds to the Publishing Center for ID picture taking and issuance of the University ID.
- Step 8. Student submits the printout and information sheet to the Registrar's Office for validation.

B. For Transferees

- Step 1. Student visits the department for evaluation of subjects taken from previous school. If accepted, the department signs the Enrolment Process Indicator Form (EPIF).
- Step 2. The student goes to the Student Personnel Services Office (SPS) for interview.
- Step 2. Student pays the entrance exam fee at the Cashier's Office.
- Step 3. Student goes to the Guidance Office to take the entrance exam. For passers, the Guidance Coordinator signs the EPIF.
- Step 4. Student proceeds to the Dean/Chairman for an interview. If admitted, the Dean signs the EPIF.
- Step 5. Student goes to the Cashier's Office and pays the required down payment. The cashier checks the EPIF and issues an Official Receipt.
- Step 6. Student returns to the department for evaluation of subjects, enters subjects in the Subject Evaluation Form, and obtains approval from the Dean.
- Step 7. Student proceeds to the Encoding Center for the encoding of subjects, obtains printout of subjects enrolled, and fills out the student information sheet.
- Step 8. Student proceeds to the Publishing Center for ID picture taking and issuance of the University Identification Card.
- Step. 9. Student submits the printout and information sheet to the Registrar's Office for validation

C. For Old Student

- Step 1. Student goes to the Student Personnel Services Office (SPS) for interview. If accepted, the SPS issues and signs the Enrolment Process Indicator Form (EPIF).
- Step 2. Student goes to the Cashier's Office and pays the required down payment. The cashier checks the EPIF and issues an Official Receipt.

- Step 3. Student returns to the department for evaluation of subjects, enters subjects in the Subject Evaluation Form, and obtains approval from the Dean.
- Step 4. Student proceeds to the Encoding Center for the encoding of subjects, obtains printout of subjects enrolled, and fills out the student information sheet.
- Step 5. Student proceeds to the Publishing Center for ID picture taking and issuance of the University Identification Card.
- Step 6. Student submits the printout and information sheet to the Registrar's Office for validation.

Section 3. TRANSFER CREDENTIALS

- A. Students who desire to transfer to another school may request for Transfer Credentials from the Office of the Registrar. The Certificate of Good Moral, on the other hand, may be requested from the SPS Office. Issuance of such shall be done after the student has been settled all his financial obligations with the University.
- B. No copy of Transcript of Records and/or Honorable Dismissal shall be issued to students whose transfer Credentials and TOR from the previous school attended have not been submitted to the Office of the Registrar. A certificate of enrolment may be issued instead.

Section 4. CROSS ENROLLMENT

Cross-enrollment may be granted under the following conditions:

- A. The subjects are not offered in the mother school during the particular term the student is enrolled.
- B. The subjects required for graduation are offered but are in conflict with the other subjects of the student.
- C. A permit to cross-enroll is issued by the Dean and the University Registrar.
- D. General Education subjects limited to nine (9) units only.
- E. The school where the student cross-enrolls must be of the same standing as that of the mother school.
- F. Allowed to cross-enroll in an accredited school.

Section 5. CHANGING, ADDING AND DROPPING OF SUBJECTS

- A. Request for changing, adding and dropping of subjects is permitted within the following prescribed period or as determined by the Office of the University Registrar:

Adding of subjects - Within the enrollment period
Dropping of subject/s- Before Prelim examination

- B. Dropping of subjects is allowed for any of these reasons:
 - b.1. Conflict of schedule with other subjects;
 - b.2. Dissolved section, class, or subject;
 - b.3. Change of Program/degree sought;
 - b.4. Contingencies such as cutting down on the number of units, employment and other reasons provided that the Chairperson/Dean approve the request for adding/dropping of subjects.
- C. Students who fail to officially drop the subject or dropped without authorization within the prescribed period shall automatically earn a grade of 5 or failure.

- D. The Changing, Adding and Dropping of subject is not allowed unless duly accomplished dropping form is submitted to the Office of the University Registrar. The form must be signed by the following:
- d.1. Chairperson
 - d.2. Dean
 - d.3. Registrar
 - d.4. Finance

E. Subject/s not officially dropped and made beyond the prescribed period will be charged FULL tuition fee.

F. Charges are subject to change annually depending on the applicable tuition increase.

G. Withdrawal of Enrollment

Students may officially withdraw his/her enrollment with the University upon recommendation of the Dean and approval of the University Registrar within the enrollment period.

H. Dropping of All Subjects

- h.1. Students may officially drop all his/her enrolled subjects upon recommendation of the Dean and approval of the University Registrar before the Midterm examinations. The application for dropping shall have consent from the parent or guardian of the concerned student. They must accomplish the official dropping form. No request for dropping from all subjects will be entertained after the prescribed period.
- h.2. The date of official withdrawal shall be the date of submission of the duly accomplished or completed withdrawal and dropping forms to the University Finance Office and shall be the basis for the appropriate tuition charges and fees.
- h.3. Students who fail to officially withdraw or drop all subjects or withdrew/dropped without authorization shall automatically earn a grade of 5 or Failure and shall be charged FULL tuition and fees.

I. Fees, Discounts and Payments

- i.1. All payments should be transacted directly with the Finance and Accounting Office. Tuition and other fees are posted at the Finance and Accounting Office during the enrollment period.
- i.2. Students may opt to pay at the accredited payment centers (banks, SM bills payment, etc.) when paying their tuition and fees. Evidence of payment (bills payment / deposit slip) shall be presented to the Finance and Accounting Office to claim the examination permit.
- i.3. The Schedule of payments is printed on the Enrollment Assessment Slip (EAS) of each student available at the Finance and Accounting Office. It is the responsibility of the student to know the prescribed fees and payment policies.
- i.4. A student may opt to pay on installment basis, subject to the following:

Total Assessment less downpayment / divided by the total number of examinations

Students paying on installment basis who fail to pay the balance on the stipulated deadline may be allowed to complete the remainder of the term. However, such students will not be allowed to enroll for the next semester or school year and their documents (Transcript of Records, Certifications, Transfer Credentials, etc.) will be withheld until the balance is paid.

- i.5. On-date check may be accepted as payment for tuition and fees. In case the check be dishonored by the bank, it will incur a penalty of P500.00 and should settle their account immediately by paying in cash or Manager's check. Students whose checks have been dishonored twice during their entire stay at the University may no longer be allowed to make subsequent payments using checks.

- i.6. Adding/Dropping of subject/s within the prescribed period will be charged.

Subject/s not officially dropped and adding/dropping made beyond the prescribed period will be charged FULL tuition fee.

Charges are subject to change annually depending on the applicable tuition fee increase.

- J. In authorized withdrawal from the University and dropping of all subjects, tuition charges and fees will be made in accordance with the existing schedule as follows:

	<u>Tuition</u>	<u>Other Fees</u>
Prior to Start of Classes	None	25% of total
Start of classes until on or	25% of total	50% of total before Prelim Examination
After Prelim Examination	50% of total	100% of total until or before Midterm Examination
After Midterm Examination	100% of total	100% of total

The above fee provisions shall apply regardless of whether the students attended the classes or not or for whatever reason/s.

- K. A student whose tuition and fees (total assessment) for the semester paid in FULL will be entitled with the following discounts:

<u>Discount Rate</u>	<u>Term of Full Payment</u>
10% on tuition	on or before the Official start of regular class
5% on tuition	after the start of regular class but before the Prelim examination

- L. Student-siblings enrolled at the same period at the University are entitled to a discount on tuition fees on a graduated scale depending on the number of student-siblings upon submission of the Application for Blood Relation Discount at the Finance and Accounting Office within the prescribed period as follows:

<u>No. of Student</u>	<u>Discount</u>
One (1)	None
Two (2)	15% on the 2 nd student
Three (3)	30% on the 3 rd student
Four (4)	100% on the 4 th student

Five (5)	30% on the 4 th and 100% on the 5 th student
Six (6)	50% on the 5 th and 100% on the 6 th student
Seven (7) or more	100% on the 6 th , 7 th and more

The tuition fee discount shall apply to a student(s) with the lowest tuition fee assessment and shall be without prejudice to other discounts due to early full payments and academic and working scholarship. Withdrawal of enrollment or dropping of all subjects may result to adjustment or forfeiture of applicable discounts.

M. Refund

The refund check pertaining to undergraduate students will be payable to the parent/s or legal guardian based on school records. Names of the parent/s or legal guardian are verified by the University Registrar.

Section 6. ON PROBATION

- A. For three (3) failures in a semester, a student maybe enrolled on *Academic Probation* for the following semester during which he must not incur failure in any subject.
- B. For failure in one or two subjects, a student may be allowed a maximum of two (2) enrollments to complete the subject(s).
- C. A student *On Probationary* enrollment should carry a maximum load of 15 units only.
- D. Probationary enrollment is limited to one (1) semester only.
- E. Three (3) failures in any of the major subjects in a semester will disqualify the student from re-admission to the program.
- F. For graduating students within the semester, simultaneous enrollment in prerequisite and requisite subjects may be allowed. However, no credit for the requisite subject is given if the prerequisite subject is failed.
- G. For violations of the Rules, Policies, and Regulations of the university, a student is placed under *Disciplinary Probation*. Therefore, the general conduct of students within the premises of the school shall be taken into account in determining their status. Major violations, however, shall give the university the option to exercise her prerogative to deny enrollment or re-admission.

Section 7. SPECIAL CONDITION FOR PROMOTION

- A. The "NG" remark is given to a student who fails to take the final examination and fails to comply with some requirements of the course. A student will not be given any credit for the subject or course unless he satisfactorily removes the "NG" within one year from the time the NG was incurred. A student has to re-enroll the subject should he/she fail to remove the "NG" within the prescribed period in order to earn the required credit. Failure to remove the "NG" within the prescribed period will result to a grade of 5.
- B. A fee shall be charged for every removal of "NG".

Section 8. ADJUSTMENT OF FEES FOR WITHDRAWALS AND DROPPING OF SUBJECTS

The charges or penalties shall apply to any student who voluntarily withdraws from the University and has paid the registration fee in full for the semester.

Dropping or changing of subject is not allowed unless duly accomplished dropping from is submitted. Changing of subject is allowed only within the prescribed period of one week after the first day of regular class. A corresponding fee shall be charged.

Any student who enrolls after the enrollment period shall be charged a bigger down payment.

ARTICLE III SCHOLARSHIP OR STUDY GRANT

The University allows admission of students on educational by grants or contractual arrangements subject to the following rules and regulations:

Section 1. GOVERNMENT STUDY GRANT

A. State Scholarship Program

This program is administered by the National Scholarship under the CHED pursuant to R. A. 4090. This grant is divided into three (3) categories:

- a.1. Full Scholarship is intended for high school graduates whose general weighted average (GWA) is at least 90% or its equivalent, and for graduating high school students whose GWA is at least 90% or its equivalent in the third year and at least 90% in the first three grading periods of the fourth year, who will enroll in identified priority courses in duly authorized public or private higher education institutions (HEIs).
- a.2. Partial Scholarship is intended for high school graduates whose GWA is at least 85% or its equivalent and for graduating high school students whose GWA is at least 85% in the third year and at least 85% in the first three grading periods of the fourth year, who will enroll in identified priority courses in duly authorized public HEIs
- a.3. Cagayan de Oro City Government has expanded its scholarship program as it will accept applicants from low-income families whose average grade is 75 percent.

Selected Ethnic Group Educational Assistance Program (SEGEAP), formerly the PANAMIN, for prospective students belonging to the cultural communities; and

Students shall apply for these scholarship grants at the CHED, and once approved, may be admitted to Liceo de Cagayan University subject to the admission requirements.

B. Armed Forces of the Philippines Grants

Under P.D. 577, a scholarship is granted to dependents of AFP personnel who died or became incapacitated in the line of duty. The qualified dependents are the following:

- b.1. Surviving spouse
- b.2. Unmarried children below 21 years old
- b.3. Parents if wholly dependent
- b.4. Next of kin below 21 years old.

Application for this scholarship grant shall be filed at the AFP Office.

C. PNP Educational Grant

It is a special educational benefit being offered by the school to the members of the PNP personnel assigned in Cagayan de Oro City. This arrangement was forged between President Jose Ma. R. Golez and former Mayor Aquilino Pimentel Jr. to give the members of the Cagayan de Oro City police force

an opportunity to pursue their college education. Presently, this grant is extended to the dependents of the PNP personnel on a quota basis.

Application for this scholarship grant must be filed within the enrollment period subject to available slots.

D. Private Education Student Financial Assistance Program (PESFA)

This financial assistance to students is governed by R.A. 6728. Application for this benefit shall be filed at the Commission on Higher Education (CHED).

E. Study Now Pay Later Plan (SNPLP)

e.1. A scholarship plan administered by the CHED, per CHED Order No. 29, S. 1989. This scheme is available for courses of national priority, which include but not limited to:

- e.1.1. Bachelor of Science in Electrical Engineering
- e.1.2. Bachelor of Science in Nursing
- e.1.3. Bachelor of Science in Physical Therapy

e.2. The following may avail of the SNPLP Assistance Program:

- e.2.1. Dependents of parents or guardians with gross income not more than ₱35,000.00 per annum or as the law provides
- e.2.2. Graduates of secondary course from public school or recognized private school
- e.2.3. With an average grade not less than 80% during 4th year High School

e.3. Filing of applications

Application under this plan shall be made at the CHED Regional Office where the applicant obtains the application form and other documents to be accomplished.

Such other scholarship grants as may be contracted by the school with private entities and individuals.

F. Other Scholarship Grants

f.1. National Scholarship Program (NSP)

This program, otherwise known as the “**State Scholarship Program**,” is intended for poor but intelligent Filipino students who top the National Scholarship Qualifying Examination.

f.2. Regional Scholarship Program (RSP)

2.1. **RSP 1** is the “**Private Education Student Financial Assistance (PESFA) Program**” intended for poor but intelligent students enrolled in private higher education institutions.

2.2. **RSP 2** is for poor but intelligent students enrolled in public higher education institutions.

f.3. Student Grant Program for Solo Parents and their Dependents

f.4. CHED Study Grant Program for Congressional Districts

f.5. National Integration Student Grant Program (NISGP) - P.D. 193 dated May 15, 1973, authorized the transfer of the Commission on National Integration (CNI) study grant program to the DepEd.

This decree provides a study grant be granted to deserving members of the cultural communities

through systematic selection of grantees for appropriate courses in line with the aptitudes and manpower needs of their communities.

Section 2. UNIVERSITY SCHOLARSHIP GRANTS

A. Academic Scholarship

a.1. Full Academic Scholarship

- ✓ **Coverage:** Full Scholarship (100% on all school fees)
Free cloth for school uniform (students will pay for sewing services and PE uniform is not included)
Free book (refund system)
- ✓ **Duration:** Semestral
- ✓ **Requirements for entry:**
 - ALL VALEDICTORIANS AND SALUTATORIANS from National High Schools and recognized feeder schools.
 - Top 5 of STEM, HUMSS/GAS, ABM, A&D and TVL of Liceo Senior High Main, Paseo and RN Campuses
 - Scholars may take any course offered by the university
- ✓ **Examinees** who get 95% and up will be given 100% scholarship (100% of tuition and lab fees only; NO FREE UNIFORM AND BOOKS)
- ✓ **Guidelines for renewal:**
 - Renewal and Evaluation of Scholarship will be per semester
 - Scholars must maintain a 1.00 – 1.20 GWA to be granted the scholarship grant

a.2. Half Academic Scholarship

- ✓ **Coverage:** Half Scholarship (50% on all fees)
- ✓ **Duration:** Semestral
- ✓ **Requirements for entry:**
 - Examinees who get 90% will be given 50% scholarship (50% on tuition only).
 - Scholars may take any course offered by the university.
- ✓ **Guidelines for renewal:**
 - Renewal and evaluation of scholarship will be per semester
 - Scholars must maintain a 1.21 – 1.40 GWA to be granted the scholarship grant.

a.3. Special Scholarship

- ✓ **Coverage:** 100% on tuition only
- ✓ **Duration:** 4 years
- ✓ **Requirements for entry:**
 - Students who are interested or referred to enroll on the following programs:
 - BLIS
 - BSOT BS Biology
 - BS Psychology
 - Engineering Course: BSEE, BSCE, BSIE, BSECE
 - BSIT
 - BS Real Estate Management
 - Scholars granted with Special Scholarship must have a GWA of 80% in high school

- ✓ **Guidelines for renewal:** Grantees must maintain a GWA of at least 2.0 and above and must have no failing grade.
- ✓ **After one year:** Scholars may apply for academic or non-academic scholarships in the succeeding years.

a.4. Loyalty Privilege

- ✓ **Coverage:** 25% discount on tuition
- ✓ **Duration:** 4 years
- ✓ **Guidelines for renewal:**
 - Graduates from Liceo U (complete Basic Education)
 - Students must follow the regular load specified in the curriculum and not have any failing or incomplete grade.
 - Scholars may apply for academic or non-academic scholarships in the succeeding years.

B. Non Academic Scholarship

b.1. Sports and Athletics Scholarship

Athletic scholarship shall be granted to deserving students after having qualified in the various varsity teams/events. They shall enjoy either full or half tuition scholarship on a semestral basis.

b.2. Performing Arts

Members of the Folkloric Dance Troupe, Next Moves, Drum & Bugle Corp, and University Band (members with their own instruments) shall enjoy either full or half tuition scholarship for one semester.

b.3. Student Assistance Program (SAP)

In deep awareness of the economic difficulties experienced by parents in sustaining the education of their children on one hand, and the desire of the school administration to provide efficient and extra service to her students on the other, the Liceo de Cagayan University, under the supervision of the Student Personnel Services Office, offers the Student Assistance Program (SAP).

b.5.1. All applicants of the Student Assistance Program are required to submit to the SPS Office the following:

- ✓ Application letter
- ✓ Biodata
- ✓ Copy of parents' latest Income Tax Return, Certificate of Tax exemption or Certificate of indigency
- ✓ Medical Certificate
- ✓ Student report card (form 138) for incoming first year students or TOR for old students and transferees
- ✓ Parent's consent
- ✓ Long Brown Envelope

b.5.2. The applicant must pass the intelligence quotient (IQ) and the personal interview by the VP-SPS.

b.4. As an avenue of students to develop their writing skills / prowess thru the publication of school paper, the Editor-in-Chief and Associate Editor of the school organ shall enjoy either full or half tuition scholarship for one semester.

C. Multiple Scholarships

In cases where a student enjoys academic and non- academic scholarship grants, the student shall avail of the grant that offers bigger benefit, *not both*. Scholarships offered by outside organizations maybe availed of in addition to either academic or non-academic scholarship subject to the rules and limitations of such outside grants.

The screening of the prospective scholars under this category shall be done one week before the enrollment period or earlier but not later than one week before the start of regular classes.

The guidelines for the admission, retention, and disqualification of scholars under this category are on file at the SPS Office.

D. Tuition Fee Benefits and Discounts based on Blood Relation

d.1. Children of LDCU regular employees, regardless of the number of students enroll shall enjoy a sixty percent (60%) all tuition fees discount from basic education to baccalaureate degree. The remaining 40% shall be paid within the four term exams for college student and four (4) grading periods in the case of Basic Education Department.

d.2. Children of the regular employees of the ZEALEP Group of Companies shall enjoy a forty percent (40%) tuition fee discount. Of the remaining 60%, 15% shall be paid within the four (4) terms in the case of college students; 15% shall be paid within the four (4) grading periods in the case of students in the Basic Education Department.

E. Special Scholarship Grant for College Freshmen whose Scores Pass the Cut-off Set by the School

e.1. A qualifying examination shall be given to interested students on the date specified by the school for this special scholarship.

e.2. An examination fee shall be collected for this purpose.

Section 3. ADDITIONAL BENEFITS FOR ACADEMIC SCHOLARS AND BOARD/BAR EXAM TOPNOTCHERS

A. For Academic Scholars (as defined in Article I, letter A. Sec. 4)

- a.1. Free textbooks/workbooks
- a.2. Free uniforms

B. For Summa cum Laude, Magna cum Laude and Cum Laude Graduates:

Free review fees and free tuition fee in the Liceo Law School

C. For Board / Bar Topnotchers:

- c.1. First to Third Placer - Plaque of Recognition plus a cash gift and full scholarship grant that is fully assignable
- c.2. Fourth to Tenth Placer - Plaque of Recognition plus a cash gift and partial (75%) scholarship grant that is fully assignable
- c.3. Eleventh to Twentieth Placer - Plaque of Recognition plus a partial (50%) scholarship grant that is fully assignable

Section 4. FILING SCHOLARSHIP GRANTS

Application for scholarship must be filed within a month after the start of the regular class. In the case of educational benefits granted under a quota system, priority shall be on a "first-come- first- served" basis and based on the need of a student as may be determined by the SPS Office.

Scholarships are renewable every semester, depending upon the student's academic performance as required by the University. Any student whose semester's work qualifies for scholarship may file his/her application at the Office of the Dean.

ARTICLE IV SCHOLASTIC RULES

Section 1. GRADING SYSTEM

The school adopts the *averaging* grading system. The student's grade in every term at all levels is based on major examinations, quizzes, recitations, assignments, and on other evidence upon which the instructor can gauge a student's general performance.

Grades shall be computed as follows:

Prelim Grades:

Term exam	40%
Quizzes	40%
Assignment, Attendance, Recitations	20%
	100%

Midterm Grade:

Term exam	40%
Quizzes	40%
Assignment, Attendance, Recitations	20%
	100%

Semi-Final Grades:

Term exam	40%
Quizzes	40%
Assignment, Attendance, Recitations	20%
	100%

Final Grade:

Term exam	40%
Quizzes	40%
Assignment, Attendance, Recitations	20%
	100%

The semestral grade earned by the student shall be the computed average rating for four (4) terms.

Equivalent grade scale is based on the following norms:

<u>Grade</u>	<u>Range</u>	<u>Description</u>	<u>Grade</u>	<u>Range</u>	<u>Description</u>
1.00	98.85 – 100	Excellent	2.60	79.77 – 80.95	Fair
1.10	97.66 – 98.84		2.70	78.58 – 79.76	
1.20	96.47 – 97.65		2.80	77.39 – 78.57	
1.30	95.28 – 96.46	Outstanding	2.90	76.20 – 77.38	
1.40	94.09 – 95.27		3.00	75.00 – 76.19	
1.50	92.90 – 94.08		5.00	Below 75.00	Needs Improvement
1.60	91.71 – 92.89	Very Satisfactory			
1.70	90.51 – 91.70				
1.80	89.31 – 90.50				
1.90	88.11 – 89.30				
2.00	86.91 – 88.10	Satisfactory			
2.10	85.72 – 86.90				
2.20	84.53 – 85.71				
2.30	83.34 – 84.52				

2.40	82.15 – 83.33	
2.50	80.96 – 82.14	

General Weighted Average (GWA)

The GWA is computed by multiplying the number of units by the equivalent grade for each academic subject, adding the products, and dividing the sum by the total number of academic units for which the student is registered. SO's, NSTP and P.E. are not considered in the computation for GWA.

Section 2. EXAMINATIONS

- 2.a. Term exams shall be administered as scheduled. Final examinations shall be administered by department. The schedule of which is announced by the Office of the Dean.
- 2.b. An exam permit is required for every term examination. Permit is secured from the Cashier's Office. Any erasures or alterations on the exam permit shall invalidate the permit and disqualify the student from taking the examination without prejudice to disciplinary action.)
- 2.c. A student who fails to take a periodic examination shall notify the instructor of the subject(s) as soon as possible. A letter or any document explaining his/her failure to take the examination will be required.
- 2.d. The Dean, upon the recommendation of the instructor, may approve a special examination for the student. A special examination permit is secured from the Office of the Dean upon payment of a fee per subject at the Cashier's Office.

Section 3. CRITERIA FOR SCHOLASTIC HONORS

- 3.a. All colleges shall ascertain and evaluate their honor students and have the official list of Honors submitted to the Registrar's Office for confirmation.
- 3.b. Names of students recommended for honors shall be submitted to the Awards Committee for review and deliberation.

Section 4. COMPUTATION OF GRADES FOR HONOR STUDENTS

Awards are given to deserving graduating students who meet the criteria of a particular award and have not been found guilty of violation of the Code of Conduct as stated in the student handbook.

4.a. Academic Awards

Academic awards are given to students who complete their course with the following grade requirements and shall receive the corresponding honors upon graduation:

Summa Cum Laude	1.00 - 1.20	with no grade lower than 1.4 in any course
Magna Cum Laude	below 1.21 - 1.40	with no grade lower than 1.6 in any course
Cum Laude	below 1.41 - 1.60	with no grade lower than 1.9 in any course
With Honors	below 1.61 - 1.70	with no grade lower than 2.0 in any course

For two Year Courses:

<i>With Highest Honors</i>	1.0 - 1.20	with no grade lower than 1.50
<i>With High Honors</i>	below 1.20 - 1.40	with no grade lower than 1.80

With Honors

below 1.40 - 1.60 with no grade lower than 2.00

- ✓ Remark of dropped and Incomplete Grade (INC) which is not complied within the prescribed period of one semester from the time the grade was incurred shall disqualify the candidate from graduating with honors.
- ✓ Any record of Dropped or INC in any course taken in the student's previous school or course shall disqualify the candidate to graduate with Latin honors.
- ✓ Grades obtained in the courses taken previously whether in the University or any other institution, which are not credited in the present course, are not included in the computation of the General Weighted Average (GWA).
- ✓ Physical Education (PE), National Service Training Program (NSTP) and Social Orientation (SO) subjects are not included in the computation of the GWA.

Section 5. CRITERIA FOR AWARDS

5.a. Academic Awards

To qualify for any of these academic awards, the candidate must meet the following criteria:

- ✓ Must have a residency of at least three (3) years, prior to graduation, for Cum Laude and four (4) years for Magna Cum Laude and Summa Cum Laude.
- ✓ Must have completed at least 75% of the total number of academic units required by the program and other requirements for graduation at the University for Cum Laude
- ✓ Subjects must have been taken only once.
- ✓ Must carry the full load prescribed by the curriculum for the given semester except during the last semester or summer session.
- ✓ Must not have been found guilty of violations of the Code of conduct as stipulated in the student handbook during the student's stay in the University.

5.b. Outstanding in Practicum or Internship

Outstanding Intern

This award is given upon the recommendation of the Dean based on the rating given by the company or firm and the assigned instructor or adviser.

Clinical Efficiency

This award is given to the candidate who has met the criteria set by the college as recommended by the Dean or Clinical Instructor.

5.c. Leadership Award

Leadership award is given to any graduating student on the basis of the College Deans recommendation subject to the final approval of the Awards Committee. The criteria are as follows:

- ✓ The candidate must be an SBO officer / Club or Sub-organization officer for at least two (2) years.
- ✓ The candidate must have exhibited outstanding achievements as a leader in all the co-curricular and extra-curricular activities in the University.
- ✓ Must have no failing grade.
- ✓ Must not have been found guilty of violations of the Code of conduct as stipulated in the student handbook during the student's stay in the University.

5.d. Loyalty Award

Gold Medal is given to any graduating student who has finished elementary, high school, and College at the Liceo de Cagayan University.

The same award is given to the student who stopped schooling but resumed studies to graduate at Liceo U.

A Plaque of Appreciation or a medallion is given to a candidate who finished elementary, high school, college and professional school at Liceo U.

5.e. Presidential Award

The University gives this highest award to a student(s) who graduates Summa Cum Laude.

Section 6. AWARDS COMMITTEE

This committee is tasked to evaluate and recommend all awards to be given to students during graduation ceremony. The recommendation shall then be forwarded to the Office of the President for final approval.

Composition of the Committee

1. Director for Student – Personnel Services
2. Vice President for Academic Affairs
3. University Registrar
4. Director, Guidance & Placement
5. The Dean of the College

Procedure

1. The student applies for any of the above mentioned awards at the Office of the Dean. The Dean reviews the application and forwards it to the Registrar.
2. The Registrars' Office verifies the application by computing the grades of the student-applicant and submits it back to the Office of the Dean.
3. The Dean finally reviews the application for recommendation to the Awards Committee.
4. The Awards Committee convenes to review the application and forwards the same to the University President.
5. The University President approves or disapproves the application.

Section 7. SPECIAL STUDENT AWARD COMMITTEE

This committee is tasked to assist an outside organization, government or private which intends to give an award to a student. It may likewise assist in the screening of student who may apply for the same. For an award given by outside organizations, government and/or non-government agency, the committee shall assist the outside agency in giving the award to the college where the criteria would best fit the student. The committee shall forward its recommendation to the University President for final approval.

The committee is composed of:

1. Director for Student – Personnel Services
2. Vice President for Academic Affairs
3. University Registrar
4. Director, Guidance & Placement

5. The Dean of the College

Procedure:

1. Upon receipt of the invitation, the SPS office shall forward the same to the Dean concern for possible qualified students.
2. Students qualified for the award shall prepare the requirements and forward them back to the Dean.
3. The Dean goes thru the application requirements and forwards them to the Dean.
4. The committee convenes and reviews the application requirements, initiates the review of the candidate's application and forwards the same to the University President for final approval.

ARTICLE V

REQUIREMENTS FOR GRADUATION

Section 1. GENERAL REQUIREMENTS

The appropriate diploma, certificate, title, or degree may be conferred upon a student under the following:

- A. Formal Application for graduation must be filed at the Registrar's Office within a prescribed period.
 1. At the start of every term, a student entering his senior year must have his subjects evaluated by the Office of the Dean of the College where he is enrolled. Final evaluation shall be made by the Office of the University Registrar to determine the students' eligibility for graduation.
 2. For students graduating in October, application for graduation has to be submitted in July and for those graduating in March; application must be submitted in December before the start of the Christmas break.
- B. A candidate must have complied with all the requirements of the curriculum for which the degree, title, certificate, or diploma is conferred.
 1. Academic requirements
 2. Student's clearance
- C. A candidate must have attended the last year of his/her study in the University except for Nursing, Physical Therapy, Radiologic Technology, Medical Technology and Pharmacy which require at least two years.
- D. All requirement and guidelines for the commencement exercises must be properly observed.

ARTICLE VI

CONDUCT OF CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES

Section 1. CO-CURRICULAR ACTIVITY

- A. Activities that are required by the course or as stated in the syllabus shall be directly under the control and authority of the Office of the Dean. The Adviser/Moderator shall write a letter requesting for the approval of the activity to the College Dean not less than seven (7) days before the start of the activity. The Dean shall evaluate the activity in accordance with the school's standing policies, rules and regulations, and institutional calendar of activities. The Dean shall also check the compliance with all the requirements imposed by his/her office for co-curricular activities. After a thorough evaluation, a copy is then given to the SPS Office not less than seven (7) days before the start of the activity for information purposes.

- B. For in-campus co-curricular activities, the following shall be specifically indicated in the letter of request or in the enclosures:
 - b.1. Letter requesting for the approval of the off-campus activity must:
 - b.1.1. Include the subject or course to certify that such activity is part of the syllabus of the faculty
 - b.1.2. Be addressed to the Dean
 - b.1.3. Include an attachment of the course syllabus reflecting the activity
 - b.1.4. Include an attachment of the list of students and faculty involved
 - b.1.5. Be approved by the Dean
 - b.2. Duly approved schedule of fees and appropriate budget breakdown by the College Dean properly secured and accounted for
 - b.3. General Orientation to students
 - b.3.1. Minutes and attendance of the briefing and consultation conducted to concerned students, faculty and stakeholders
 - b.3.2. Itinerary and handy information materials (2 copies)
 - b.3.3. Learning journals for students (2 copies)

Section 2. EXTRA-CURRICULAR ACTIVITY

- A. The adviser / moderator shall write a letter requesting for the approval of the activity to the Director for Student-Personnel Services. If the club or organization operates under a department, (e.g. JPIA: under the College of Business and Accountancy), the letter shall be noted by the Department Chair concerned. For the Student Council or any student body organization, the letter shall be noted by the Prefect of Discipline and Student Affairs Coordinator for College.
- B. The letter shall be forwarded to the Office of the Dean for recommendation. The Dean shall evaluate the activity in accordance with the department's schedule of classes and calendar of activities. After determining that all departmental requirements have been fully satisfied, the Dean shall then sign the communication to signify her recommendation. The letter shall then be transmitted to Office of the Director for Student-Personnel Services not later than seven (7) days before the start of the activity. The Director for Student Personnel Services shall then approve the activity by affixing his signature.
- C. Activities submitted by different student organizations during the beginning of the school year as part of their general plan of activities shall be under the authority of the SPS Office. The Adviser / Moderator shall send a letter to the SPS Office for the approval of the activity. After determining that all requirements for the conduct of the activity have been fully satisfied, the SPS Director shall affix his signature in the communication to signify his recommendation. The letter shall then be transmitted to the Office of the Dean not less than seven (7) days before the start of the activity. The Dean shall then approve the activity by affixing his/her signature.
- D. All other requirements and attachments in the letter of request for co-curricular activities shall apply.

ARTICLE VII CONDUCT OF OFF-CAMPUS ACTIVITIES

Higher Education Institutions (HEIs) ensure sustainable teaching and learning delivery process through the conduct of off-campus activities. These are activities conducted by HEIs to supplement and facilitate a

more meaningful learning experience for students in addition to the regular classroom instructional programs that are in accordance with specific degree program requirements.

Section 1. COVERAGE OF OFF-CAMPUS ACTIVITIES

This policy and guidelines, as stated in CMO 63, series of 2017, shall include, but not limited to, the following:

- A. Curricular
 - 1. Educational Tours/Field Trips
 - a. Visits to reputable firms or government sites and other areas identified by the concerned local government units (LGUs) safe for students;
 - b. Culture and arts related activities such as visits to museums, cultural sites, landmarks and other related venues; or
 - c. Plant industry visit, host training establishment visit, and other related visits.
 - 2. Participation and/or attendance in degree program-relevant events
 - 3. Field Study/Experiential Learning/Related Learning Experience
- B. Non-curricular
 - 1. Mission-based activities (e.g. retreat, recollection, etc.)
 - 2. Conventions, seminars, conferences, symposiums, trainings and teambuilding;
 - 3. Volunteer work including peer helper programs, relief operations, community outreach and immersion;
 - 4. Advocacy projects and campaigns;
 - 5. Participation in sports activities;
 - 6. Activities initiated by recognized various student groups;
 - 7. Interschool competitions/tournaments; or
 - 8. Culture and arts performances and competition.

Section 2. EXCLUSIONS OF OFF-CAMPUS ACTIVITIES

The following off-campus activities shall be excluded from this policy. However, these activities shall be governed by separate guidelines. The following exclusions are:

- A. International Educational Tours or Field Trips
International educational tours or field trips shall be governed by CHED Memorandum Order No. 26, series of 2015.
- B. Internship/OJT/Practicum
Students undergoing local and international internship, practicum or on-the-job training, shipboard training programs, etc. shall be governed by separate guidelines for student internship programs.

Section 3. REQUIREMENTS

The department is required to submit the following at the SPS Office:

A. PRE-ACTIVITY REQUIREMENTS

- 1. Letter requesting for the approval of the off-campus activity must:
 - a. Include the subject or course to certify that such activity is part of the syllabus of the faculty
 - b. Include a designation or appointment of a faculty-in-charge
 - c. Be addressed to the University President
 - d. Be attached with the course syllabus reflecting the off-campus activity

- e. Be attached with the list of students and faculty involved (2 copies)
 - f. Be signed by the Dean
 - g. Be recommended by the Vice President for Academic Affairs and Vice President for Student Personnel Services
2. Reservation for First-aid Kit from the University Clinic (duly accomplished and approved by the University Nurse)
3. Duly approved schedule of fees and appropriate budget breakdown by the College Dean properly secured and accounted for
4. Communication letter sent to partner institution and acknowledgement letter from the partner institution
5. Course syllabus reflecting the off-campus activity
6. Written consent from the parents or the legal guardian of each student
7. Medical Certificate from the University Physician
8. Pertinent documents of transportation vehicles;
 - a. If School Vehicle, the SPS Office will facilitate.
 - b. If personal or sub-contracting, attach photocopies of the updated/valid documents of the following:
 - Certificate of Registration with official receipt
 - Contract of service with motor vehicle (2 copies)
 - Insurance Coverage
 - Driver's license
 - Assurance of Roadworthiness
 - Updated/valid franchise with LTFRB or Travel and Tour dully accredited by the Department of Tourism (for sub-contract vehicles only)
9. General Orientation to students
 - a. Minutes and attendance of the briefing and consultation conducted to concerned students, faculty and stakeholders
 - b. Letter sent to students, faculty and parents regarding the activity dated one (1) or two (2) months before the scheduled activity
 - Signed by the Dean and the Student Affairs Coordinator
 - Copy of letter
 - Received checklist for each student
 - c. Appointment with conforme of faculty-in-charge
 - d. Itinerary and handy information materials (2 copies)
 - e. Learning journals for students (2 copies)
 - f. Emergency Preparedness Plan (2 copies)

B. DURING THE ACTIVITY REQUIREMENTS

1. The following documents has to be provided to the faculty-in-charge:
 - a. List of students, faculty and personnel and/or attendance
 - b. Contract of service with motor vehicle
 - c. Itinerary and handy information materials to be given to students
 - d. Learning journals for students
 - e. Emergency Preparedness Plan

C. POST ACTIVITY REQUIREMENTS

1. Learning Journals of the Students

2. Assessment Report/Evaluation Report by the faculty-in-charge
3. Expenditure Report
4. Debriefing of Personnel-in-charge to student and faculty to be able to assess acquisition of learning

Section 4. DETAILS OF THE PROCEDURE

The department is required to follow the steps and procedure below.

STEP 1: Faculty-in-charge (FIC) submits requirements to the Student Affairs Coordinator.

STEP 2: Student Affairs Coordinator (SAC) checks the requirements.

If complete, proceed to Step 3.

If incomplete, returns documents to the department concerned.

STEP 3: Student Affairs Coordinator (SAC) recommends to the Vice President for Academic Affairs and Vice President for Student Personnel Services.

STEP 4: Student Affairs Coordinator (SAC) endorses documents for the approval of the University President.

STEP 5: Student Affairs Coordinator (SAC) endorses the following to Faculty-in-charge (FIC):

- a. List of students, faculty and personnel and/or attendance;
- b. Contract of service with motor vehicle;
- c. Itinerary and handy information materials to be given to students;
- d. Learning journals for students; and
- e. Emergency Preparedness Plan.

STEP 6: Faculty-in-charge (FIC) sends letters to students, faculty and parents regarding the off-campus activity (one to two months before schedule).

STEP 7: Student Affairs Coordinator (SAC) and Faculty-in-charge (FIC) conducts briefing and consultation to concerned students, faculty and stakeholders.

STEP 8: Faculty-in-charge (FIC) conducts Off-Campus Activity.

STEP 9: Faculty-in-charge (FIC) submits Post Activity Requirements to Student Affairs Coordinator (SAC) one week after the activity.

STEP 10: Student Affairs Coordinator (SAC) submits required documents to CHED

Section 5. OTHER REQUIREMENTS

- A. Any co-curricular activity not specified in the course syllabi and/or departmental Calendar of Activities shall not be permitted. An activity found to be relevant to the course by the Dean may be allowed subject to the approval of the Academic Council.
- B. Whenever possible and unless necessary, all off-campus extra-curricular activities shall be conducted within Cagayan de Oro City to minimize expenses and risks. The adviser/moderator is required to justify any activity to be held outside city limits.

- C. No extra / co-curricular activity shall be allowed fifteen (15) days before major examinations.
- D. No extra / co-curricular activity outside the university shall be allowed after September 15 of the 1st semester and January 31 of the 2nd semester of the current School Year.

Section 6. NON-COMPLIANCE THE POLICY

The dean and adviser of any class, department, organization, club, or association requesting approval for the conduct of any extra/co-curricular activity shall be held responsible for non-compliance with the existing policies.

ARTICLE VIII STUDENT CLUBS AND ORGANZATIONS

Section 1. ACCREDITATION OR RE-ACCREDITATION

To channel student activities towards positive endeavors, the school encourages and accredits/recognizes the different organizations/clubs at the beginning of every school year. A class adviser is appointed by the Administration, taking into account the experience and training of the faculty member.

- 6.1. All LDCU student organizations, aside from the SBO, shall secure accreditation/re-accreditation by submitting the organization's Constitution and By-laws and other requirements to the Office of the Student Personnel Services.

Criteria for Accreditation of School Organization:

- 6.1.1. Letter of intent
- 6.1.2. List of duly elected officers for the current school year with picture
- 6.1.3. Bio-data and 1 x 1 ID picture of elected officers
- 6.1.4. Organization's Constitution and By-laws
- 6.1.5. Proposed Program of Activities for the current school year
- 6.1.6. Name of the faculty adviser duly endorsed by the Dean

Requirements for renewal of Accreditation:

- 6.2.1. Letter of intent
- 6.2.2. Financial Statement
- 6.2.3. List of new set of officers
- 6.2.4. Bio-data and 1 x 1 ID picture of the elected officers
- 6.2.5. Calendar of Activities for the current year
- 6.2.6. Name of the faculty adviser duly endorsed by the Dean
- 6.2.7. Report on accomplished activities of the previous semester

- 6.2. Recognized/accredited/re-accredited student organization shall maintain a general plan of activities for the current school year approved by the faculty adviser and College Dean and submitted to the SPS Office.
- 6.3. Any other organization that may have been formed or organized without the requisite approval of the school administration shall be considered alien and unauthorized and the school disclaims any responsibility thereof.

- 6.4. Unauthorized or unrecognized organization is prohibited from carrying the name of the school or conducting its activity within the school.
- 6.5. Student organization that is granted approval to hold an affair outside the school should have the presence of the faculty adviser of the organization during the affair.
- 6.6. Any other activity that is being carried out in violation of the foregoing guidelines will be canceled by the school officials and shall subject the activity initiator(s) to disciplinary action. The President reserves the right to cancel permit already granted or deny the same for any activity found later on to be other than what the permit was intended for.
- 6.7. A student or group of students is not allowed to address a class for any activity without the approval of the Dean/SPS Office.
- 6.8. A student or group of students is not allowed to attend a convention or seminar as a school delegate without the school's authorization, or to compete in any contest as a school representative without the approval of the President.
- 6.9. The observance of the First Friday Mass shall be considered a co-curricular activity designed to uplift the students' spirituality. However, an exemption is given to those who belong to other religious sects.
- 6.10. Wednesday Mass is assigned to different departments at different times of the year. Students are encouraged to attend the mass especially during their assigned days.

Section 2. STUDENT ORGANIZATION ADVISERS

- 7.1. Qualification. The adviser should be a regular / full-time college faculty member for SBO and sub-organization and full-time faculty member for other organizations.
- 7.2. Term. The adviser shall serve for a term of one (1) year or so upon the recommendation of the Dean and the officers / members of the organization with the approval of the Vice President for Student Personnel Services.
- 7.3. Responsibilities:
 - 7.3.1. Attends general assembly and / or meetings with the officers / members of the organization.
 - 7.3.2. Assists in the planning of the organization's activities for the ensuing year
 - 7.3.3. Submits the yearly plan of activities and new set of officers with their bio-data and 2 x 2 picture to SPS Office not later than July 16 of every year.
 - 7.3.4. Submits year-end financial statements and a report of accomplished activity to the SPS Office not later than March 31 of every year.
 - 7.3.5. Attends all activities undertaken by the organization.
 - 7.3.6. Drives the organization towards the pursuit of excellence.

Section 3. PROCEDURE FOR POSTING

- 8.1. The material for posting must be cleared by the SPS Office through the letter of intent with the posters attached.
- 8.2. All approved materials should be posted only at designated places, bulletin board, and the like. No materials shall be posted on the walls, doors, windows, trees, classrooms, blackboards, and post.
- 8.3. The poster must contain the following information:
 - 8.3.1. Name of sponsoring group(s)
 - 8.3.2. Date of the activity
 - 8.3.3. Venue of the activity
 - 8.3.4. Purpose of the announcement
- 8.4. The size of the poster should be ½ of the cartolina or ¼ of the Manila paper, while the streamer should not be more than 3 meters long only.

8.5. Each group is responsible for removing its posted material the day after the said activity. Posters without the approval of the SPS Office and / or those posted on prohibited areas will be REMOVED IMMEDIATELY.

8.6. Any student organization found violating this policy will be subject to the following sanctions:

- | | |
|-------------------------|--|
| 1 st Offense | Written warning |
| 2 nd Offense | Written warning plus a month suspension of the privilege to post announcements of any activity of the organization |
| 3 rd Offense | Suspension of the privilege to post for the remainder of the semester |
| 4 th Offense | Cancellation of the organizations / club's accreditation / re-accreditation status and privileges |

ARTICLE IX

CONDUCT OF STUDENT BODY ORGANIZATION (SBO) ELECTION

The yearly election of all SBO officers is a very important component in the mission-vision and philosophy of the Liceo de Cagayan University, which is the total formation of the youth. This exercise allows the students not only to choose their student leaders, but also to have the opportunity to become leaders themselves. The conduct of the election must therefore be honest, clean, and properly regulated.

Section 1. GENERAL GUIDELINES OF SBO - ELECTION

As a general rules, all campaign materials to be used and methods of campaigning to include number of campaign period shall all be agreed but be agreed by both contesting party. All these shall be put in writing signed by parties, COMELEC and a copy shall be submitted to the SPS Office.

Section 2. DATE OF SBO - ELECTION

The SBO election of officers shall be conducted in February, immediately following the semifinal examination. It can, however, be done earlier but not later than February.

Section 3. OFFICIAL STUDENT PARTY

All SBO election is a departmental two-party contest. The contesting parties must have been recognized by the SPS Office. The parties must meet the following requirements:

- The party must be registered with the SPS Office.
- The party must be "home grown"; that is, it is a party formed by the students themselves in the department where they belong.
- The party must not be connected to and/or affiliated with any other party/organization, fraternity/sorority, clubs, and the likes, inside or outside the school.

Section 4. COMMISSION ON ELECTION (COMELEC)

The COMELEC chairmanship, which is determined by the incumbent SBO-President of each department, and the COMELEC membership must be officially accepted by both contesting parties through their representatives and endorsed by the SBO adviser. COMELEC chairperson and members must be beyond reproach, be independent, and able to conduct a fair, honest and orderly election.

Section 5. COMELEC VIOLATIONS

Any violation of the regulations set forth by the COMELEC with the agreement by all party concern and to any provisions of the revised (2014) Student Handbook is a ground for disqualification of the party without prejudice to other case that maybe filed by school administration.

ARTICLE X SCHOOL DISCIPLINE

Attainment of goals is greatly influenced by a strict and faithful compliance with Rules, Regulations and Policies. For this reason, the students are required to abide by the following Rules and Regulations.

Section 1. CLASS ATTENDANCE

- A. Regular attendance in all classes enrolled is strictly required.
- B. Attendance in all extra-curricular activities sponsored by the University and recognized organizations, or clubs are also required. Upon the approval of the university officers, the students shall be excused from their classes.
- C. Class attendance shall be checked by the instructor or by his duly designated beadle or by the university checkers.

Section 2. ABSENCES

- A. Unexcused absences shall not exceed 20% (10 absences for 1 hour or 7 absences for a 1½ hours classes) of the total number of hours required by the course for a semester. Any student who incurs absences in excess of this shall be dropped.
- B. Students who are absent from class by reason of illness or other valid grounds may be allowed to make up for the lost work or take special examinations as the case may be.
- C. Students who are absent from class should secure excuse slips from their respective Dean or from the SPS Office.
- D. Students who exceed the 15- minute allowance shall be marked absent.
- E. Students shall be considered absent for delayed attendance due to late enrollment.
- F. Students who, without the permission of the instructor, leave the classroom for the remainder of the hour or stay out for more than 15 minutes shall be marked absent.

ARTICLE XI CODE OF CONDUCT

Guided by the core values, the University believes on the importance of developing the moral character of her students. This can be achieved by laying the rules of conduct to be strictly observed by the students.

Section 1. IN THE CLASSROOMS

- A. Students must respect and obey persons vested with authority and must likewise respect and consider the rights of their fellow students.
- B. Students shall refrain from using vulgar and profane language. They shall not curse anyone nor shall make unnecessary noise or activity that may disrupt classes or activities of the university.
- C. Students shall maintain the highest personal standard of academic performance.

- D. Students shall refrain from any open display of affection, such as, but shall not be limited to, embracing, kissing, and caressing.
- E. Students shall share in the responsibility of keeping the classroom clean and in turning off the lights and electric fans or air-conditions.
- F. Students are prohibited from smoking, littering, and eating inside the classroom.

Section 2. IN THE CAMPUS

- A. All students shall wear the prescribed university uniform with dignity and respect, and as such, shall conduct themselves at all times with integrity and appropriate behavior. Students not in proper uniform as maybe defined by the university shall not be allowed to join a class except for justifiable grounds as may be determined by the Student-Personnel Services Office with the recommendation of the dean.
- B. Female students shall at all times be neat and presentable. The wearing of revealing attire, such as, but shall not be limited to, short pants, backless and sleeveless top or dress, low neck line, see-through, mini-skirt, or any other similar outfit is not allowed. Slippers or sandals, high-cut and high-heeled shoes or stilettos are also prohibited.
- C. Male students shall at all times be neat and presentable. Except for grounds as maybe approved by the concerned college dean, sporting long hair, mustache, beard and whiskers is prohibited. Long hair means hair covering the ear and collar. Wearing of earrings, a nose ring, or eyebrow ring inside the school campus is also prohibited.
- D. Glaring and striking hair color or dye for all students is strictly prohibited.
- E. Wearing of the prescribed identification cards in the campus is strictly required.
- F. Students in possession of or under the influence of liquor or dangerous drugs are not allowed to enter the school premises. Being under the influence of alcohol is subject to the grounds set by the University. The possession of dangerous drugs is a ground for expulsion and/or criminal prosecution by the state.
- G. Students shall undergo a "Random Drug Testing" as prescribed by Law under the direction and control of the Commission on Higher Education (CHED) and the Department of Health (DOH).
- H. Smoking inside the campus and loitering in the alleys are prohibited.
- I. Bringing deadly weapons inside the school premises is prohibited. Students who are authorized by law to carry deadly weapon shall, before their entry to the campus, be required to deposit these to the security guard at the entrance gate. The latter shall be legally obliged temporary custody and in returning of the said weapon to the owner as he leaves the campus.
- J. The school properties and equipment shall be used with utmost care.
- K. Writing on walls, carving on chairs, posting on bulletin boards without permission from the Student-Personnel Services Office, tampering of books in the library and other documents, and such other acts of vandalism shall be sanctioned accordingly.
- L. Guidelines on anti-sexual harassment law, Republic Act 7877, are strictly observed. Punishment shall be in accordance to the administrative penalties.

Section 3. NORMS OF CONDUCT INSIDE AND OUTSIDE SCHOOL PREMISES

The University reserves the right to institute disciplinary sanctions, to the extent of filing criminal and civil cases, for acts involving the following:

1. The use of university emblems, including the school uniform, in immoral representations in print and non-print media;
2. The use of foul and vulgar language in print and non-print media involving and in reference to the University's officials, faculty and personnel, adopted system and operations;

3. All other actions consciously and irresponsibly executed that adversely affect the reputation of the University, as well as the good order, welfare and advancement of her students;

Section 4. USE OF GADGETS

All gadgets must be turned off or put in silent mode in classrooms and other areas where silence must be strictly observed. Any student found violating this policy will be sanctioned accordingly.

ARTICLE X SCHOOL SANCTIONS

Section 1. PUNISHABLE ACTS AND PROCEDURE

Liceo de Cagayan University reserves the right to impose disciplinary action against any student who is found exhibiting patently undesirable acts.

The disciplinary sanctions will depend on the gravity of the offense.

<u>1st</u> Offense	Written warning
<u>2nd</u> Offense	Written warning plus confiscation of the cellular phone and/or similar gadgets to be returned only to the parents or guardians of the student concerned after a dialogue with the Vice President - SPS
<u>3rd</u> Offense	One week suspension plus confiscation of the cellular phone and/or similar gadgets to be returned only after the end of the semester
<u>4th</u> Offense	Expulsion

Section 2. WARNING: FIRST TIME OFFENSE

- A. Using vulgar and profane language;
- B. Cursing anyone or making unnecessary noise or activity;
- C. Displaying of intimate affection such as, but shall not be limited to, embracing, kissing, and caressing;
- D. Smoking, littering, and eating inside the classroom;
- E. Wearing of revealing attire by female students such as, but shall not be limited to, short pants, backless and sleeveless top or dress, low neck line, see-through, mini-skirt or any other similar outfit, slippers or sandals, high-cut and high-heeled shoes
- F. Sporting long hair, mustache, beard and whiskers;
- G. Loitering in the alleys during class hours;
- H. Non-wearing of school identification card;
- I. Sporting a glaring and striking hair color/dye; and
- J. Shouting or making unnecessary noise deliberately made to disrupt classes or the normal operations of the university.
- K. Using cellular phones and other similar gadgets during class hours and in areas where they are prohibited.

Section 3. WRITTEN REPRIMAND: SECOND OFFENSE

- A. Using vulgar, profane or dirty language;
- B. Cursing anyone or making unnecessary noise or activity;
- C. Open display of affection such as, but shall not be limited to, embracing, kissing, and caressing;
- D. Smoking, littering, and eating inside the classroom;
- E. Wearing of revealing attire by female students such as, but shall not be limited to, short pants, backless, sleeveless, low neck line, see-through, mini-skirt or any other similar outfit; slippers/sandals, high-cut and high-heeled shoes, during actual classes;

- F. Sporting long hair, mustache, bearded and whiskers;
- G. Loitering in the alleys during class hours;
- H. Non-wearing of school identification card;
- I. Sporting a glaring and striking hair color/dye; and
- J. Shouting or making unnecessary noise deliberately made to disrupt classes or the normal operations of the university.
- K. Using cellular phones and other similar gadgets during class hours and in areas where they are prohibited.

Section 4. SUSPENSION: THIRD OFFENSE

The University shall impose Suspension in not less than three (3) school days and not more than ten (10) days.

- A. Use of slanderous or defamatory language against anyone inside the university campus;
- B. Unjustified refusal to obey reasonable orders and direction of the school authorities;
- C. Gross and unreasonable disrespect for faculty members and other school officials;
- D. Fighting or any unruly conduct that disturbs and disrupts the normal classroom activity or the peace and order of the university;
- E. Holding of any unauthorized meeting, assembly, or discussion;
- F. Reckless destruction of school property or the property of another student or university employee;
- G. Entering the campus drunk or smoking within the school campus even if committed for the first time;
- H. Gambling even if committed for the first time;
- I. Wearing of earrings of a male student, a nose ring, or eyebrow ring inside the school campus;
- J. Misrepresenting other student by using the latter's school identification card for any transaction within the university;
- K. Commission for the third time of the following prohibited acts:
 - k.1. Using vulgar, profane or dirty language;
 - k.2. Cursing anyone or making unnecessary noise or activity;
 - k.3. Displaying of intimate affection such as, but shall not be limited to, embracing, kissing, and caressing;
 - k.4. Smoking, littering, and eating inside the classroom;
 - k.5. Wearing of revealing attire by female students such as, but shall not be limited to, short pants, backless, sleeveless, low neck line, see-through, mini-skirt or any other similar outfit; slippers/sandals, high-cut and high-heeled shoes, during actual classes;
 - k.6. Sporting long hair, mustache, beard and whiskers;
 - k.7. Loitering in the alleys during class hours;
 - k.8. Non-wearing of school identification card;
 - k.9. Sporting a glaring and striking hair color/dye; and
 - k.10. Shouting or making unnecessary noise deliberately made to disrupt classes or the normal operations of the university.
 - k.11. Using cellular phones and other similar gadgets during class hours and in areas where they are prohibited.
- L. Such other acts and conduct not herein provided for which, in the sound judgment of the school authorities, undermine the objectives and policies of the university;

Section 5. EXPULSION: FOURTH OFFENSE

Expulsion is an extreme form of administrative sanction that debars a student from admission to any public and private school. Any case involving expulsion shall be properly dealt with in accordance with the procedures outlined in this manual and in accordance with the provisions of Manual of Regulations for Private Schools and subject further to the rules and regulations issued by the Commission on Higher Education (CHED).

- A. Possession or under the influence of liquor or dangerous drugs;
- B. Bringing of deadly weapons inside the campus;
- C. Gross and unreasonable disrespect for school authorities committed for the second time;
- C. Gross dishonesty and caught in the act of cheating in class;
- D. Use of school premises in any form of illegal or immoral activities such as but shall not be limited to gambling, scandalous acts such as necking, petting, and sexual intercourse, fraternity or sorority initiation, pornography, voyeurism, and any other similar acts;
- E. Falsification, alteration, forgery, tampering, or unauthorized use of school records, forms and any other documents;
- F. Theft and acts of vandalism committed inside or outside the university premises;
- G. Threatening the life of, or attempting to inflict, or actually inflicting injuries on any school authority or student whether committed by a single student or group of students inside the school premises;
- H. Any acts of immorality committed inside or outside the school premises. In case of the latter, the same shall be subject to a disciplinary sanction even if committed beyond the premises of the university if it tends to tarnish the good name of the university;
- I. Indecent advances to any student or school personnel and display of lewd designs;
- J. Instigating, leading, or participating in concerted activities causing disruption of classes and other school-related activities;
- K. Threatening and preventing students or faculty members and school authorities from discharging their duties or from attending classes and entering the school premises;
- L. Recidivism or having been suspended for the third time for any of the acts enumerated under Article 10, Section 3 hereof;
- M. Intentional destruction of school property or the property of another student or university employee;
- N. Conviction of any criminal offense;
- O. Any other acts and conduct that may constitute grave abuse of the student's privilege and which are detrimental and injurious to the interest of the school.

Section 6. CONFISCATION OF THE PROHIBITED ITEMS

Confiscation refers to the act of any of the campus security guards, or faculty members, or school authorities, of seizing objects enumerated in this manual and surrendering them to the office of Student-Personnel Services. Any or all confiscated items shall not be returned, except for identification cards, and will be considered as evidence of the student's violation of the university policy.

- A. Possession of liquor with the intent of consuming it inside the school campus, cigarettes used in the actual smoking, or any dangerous drugs as defined by law or deadly weapons not authorized by law;
- B. Falsified, altered, forged, or tampered documents, record, or materials;
- C. Stolen items;
- D. Effects or articles used in gambling;
- E. Earrings worn by a male student, a nose ring, or eyebrow ring worn by any student; and

- F. Identification card of any student used by another student. For school identification or any document pertaining to the person's identity, the owner may retrieve the item after submission of a letter explaining why the item was confiscated. The letter needs to be attested by the owner noted by the college dean.

Section 7. DISCIPLINARY BOARD

There is hereby created a disciplinary board, hereinafter called as "board" which shall have jurisdiction to receive, hear and make appropriate recommendations to the university president or to the Board of Directors, on cases in which a student may be subjected to suspension or expulsion. The power to hear and decide cases in which a student may be subjected to warning or reprimand or the confiscation of his belongings, shall be under the jurisdiction of the office of Student and Personnel Services.

Composition:

- Chairman : Director for Student Personnel Services
Member : 1. Dean of Department concerned
2. Director for Guidance and Placement
3. University Registrar
4. Prefect of Discipline and Student Affairs Coordinator
5. Senior Faculty Representative from the Department
6. Student Representative - President, Student Body Organization

Functions:

1. Implementation of School Rules and Regulations
2. Investigation of infraction to Rules and Regulations and other disciplinary matters.
3. Making recommendation to the University President or the Board of Directors in cases of suspension or expulsion.

Investigation:

1. The student under investigation must be informed in writing of the nature and cause of any accusation against him/her;
2. The student accused shall have the right to answer the charges against him/her with the assistance of a counsel, if desired;
3. The accused student shall be informed of the evidence against him/her;
4. The accused student shall have the right to adduce evidence in his own behalf; and
5. The evidence must be duly considered by the school authorities to hear and decide the case.

The administrative proceeding need not be clothed with the attributes of a judicial proceeding. It need not necessarily include the right to cross examination. The submission of a counter-comment to the complaint, and a reply to the counter-comment could take place of cross-examination. It is hereby adopted that the complaint and counter-comment should be subscribed and sworn to before a notary public to remove the temptation to commit perjury.

Section 8. PROCEDURE

A. Cases Involving Acts Punishable by Warning and Reprimand

- A.1. Any complainant against a student alleged to have violated any of the punishable acts in this manual may file a notarized or verified written complaint to the office of the Student and Personnel Services. The complaint must be supported by evidence which must also be notarized or verified.

Within three (3) days from receipt thereof, the VPSPS shall evaluate the complaint if the same involves act which may be punished with warning or reprimand.

- A.2. If the complaint involves an act punishable with warning or reprimand, the VPSPS shall require the student complained of to submit to the SPS office, within ten (10) days from notice, his notarized or verified comment or answer to the complaint. The comment or answer may be supported by evidence which must also be notarized or verified.
- A.3. Within ten (10) days from receipt of the notarized or verified comment or answer, the VPSPS shall determine if there is substantial evidence supporting the complaint. In case of the presence of substantial evidence, the VPSPS shall issue the corresponding warning or written reprimand to the student complained of. Otherwise, the VPSPS shall dismiss the complaint.
- A.4. The records of each of the enrolled students who were issued with warning or reprimand shall be maintained in the office of SPS.

B. Cases Involving Acts Punishable by Suspension and Expulsion

- B.1. Any complainant against a student alleged to have violated any of the punishable acts in this manual may file a notarized or verified written complaint to the office of the Student and Personnel Services. The complaint must be supported by evidence which must also be notarized or verified. Within three (3) days from receipt thereof, the VPSPS shall evaluate the complaint if the same involves act which may be punished with suspension or expulsion.
- B.2. If the complaint involves an act punishable with suspension or expulsion, the VPSPS shall convene the board within five (5) days from the time of his determination that the act complained of is punishable with suspension or expulsion. The VPSPS shall furnish a copy of the complaint to each of the members of the board.
- B.3. The VPSPS acting as chairman of the board shall notify in writing the concerned student, of the complaint against him and shall require the same to submit to the board, within ten (10) days from notice, his notarized or verified comment or answer to the complaint. The comment or answer may be supported by evidence which must also be notarized or verified.
- B.4. Within ten (10) days from receipt of the notarized comment or answer, the board shall determine if there is substantial evidence supporting the complaint. In case of the presence of substantial evidence, the board shall issue the appropriate written recommendation to the University President or to the Board of Directors. Otherwise, the board shall dismiss the complaint. The penalty of suspension shall only be imposable by the University President while the penalty of expulsion shall only be imposable by the Board of Directors.
- B.5. The University President shall review the findings and recommendations of the board. If the former affirms the decision of the board, he shall issue the corresponding order of suspension to the student complained of, which shall be final and irrevocable. If the University President found the determination of the board to be erroneous or lacking in evidence, he may dismiss the complaint or return the records of the case to the board for further reception of evidence.
- B.6. In cases involving expulsion, the Board of Directors shall review the findings and recommendations of the board. If the former affirms the decision of the board, they shall issue the corresponding order of expulsion to the student complained of. The order of expulsion may be subject to one (1) motion for reconsideration to which the Board of Directors may reverse or maintain its earlier order of expulsion. If the Board of Directors found the determination of the board to be erroneous or lacking in evidence, they may dismiss the complaint or return the records of the case to the board for further reception of evidence.
- B.7. The records of each of the enrolled students who were issued with suspension or expulsion shall be maintained in the office of SPS.

Section 9. SAVING CLAUSE

The foregoing grounds for Suspension or expulsion notwithstanding, the University reserves to adopt such measures, supplemental rules and regulations as may be necessary and expedient to uphold the integrity of the University and the interest of her students in general.

In the investigation of the foregoing offenses, due process of law shall be observed, and the penalty or sanction that may be meted out may be litigated or aggravated as circumstances and evidence may warrant.

ARTICLE XI EFFECTIVITY

This College Student Handbook or any amendment thereof shall become effective upon approval and promulgation by the President of Liceo de Cagayan University.

By virtue of the authority vested in me as President of Liceo de Cagayan University, I hereby approve this College Student Handbook this 1st of June 2014 at Cagayan de Oro City, and hereby set forth that its effectively shall commence on the first day of regular class of the current school year.

(SGD.) DR. MARIANO M. LERIN, CPA
President

ARTICLE ____ ANTI-SEXUAL HARRASMENT ACT OF LICEO DE CAGAYAN UNIVERSITY

In compliance with Section 4 of RA No. 7877 or the Anti-Sexual Harassment Act of 1995, the Liceo de Cagayan University Board of Directors hereby promulgates these rules and regulations to effectively carry out the provisions of RA No. 7877, within the premises and jurisdiction of Liceo de Cagayan University campus.

Section 1. Sexual Harassment may be committed by:

- 1.1 School officials, teachers, staff, coach, trainor and employees of agents of the school under a contract or any other person.
- 1.2 such official, teacher, staff, etc., has authority, influence or moral ascendancy over another in any aspect of academic or administrative work in any campus, classroom, office or unit of Liceo de Cagayan University
- 1.3 such official, teacher, staff, etc., demands, requests or otherwise requires any sexual favor from the other, regardless of whether the demand, request or requirement for submission is accepted or not by the object of such act.
- 1.4 Other persons liable for sexual harassment

- Any person who directs or induces another to commit any act of sexual harassment as herein defined;
 - Any person who cooperates in the commission thereof by another without which sexual harassment would not have been committed.
- 1.5 In the school or training environment, sexual harassment is committed:
- Against a student, an applicant for admission as student, tutee, trainee or one who is under the care, custody, supervision or advisorship of the offender;
 - Against one whose education, training, apprenticeship or tutorship is entrusted to the offender;
 - When the sexual favor is made as a condition to the giving of a passing or a high grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges or considerations; or
 - When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Section 2. Forms of Sexual harassment

- 2.1 Physical
- 2.2 Malicious Touching
- 2.3 Overt Sexual Advances
- 2.4 Gestures and lewd insinuations
- 2.5 Verbal, such as, but not limited to, requests or demands for sexual favors and lurid remarks
- 2.6 Use of objects, pictures or graphics, letters, written notes, texts via cellular phones with sexual underpinnings
- 2.7 Other forms analogous to the foregoing

Section 3. It shall be the duty of the Prefect of Discipline and Student Affairs Coordinator and/or the Vice President for Human Resource Management and Development to:

- 3.1 prevent or deter the commission of acts of sexual harassment;
- 3.2 cause the settlement, prosecution or resolution of acts of sexual harassment in accordance with the procedure of the University IRR.

Section 4. Committee on Decorum and Investigation

- 4.1. A committee on Decorum and Investigation is hereby created in Liceo de Cagayan University under the Office of the President. For Educational/Training Related – Student (Complainant) vs Employee (Respondent), the committee shall be composed of the following representatives:
 - Chairperson: Prefect of Discipline and Student Affairs Coordinator
 - Co-chair: Vice President for Human Resource Management and Development
 - Members: Instructor or Professor (to be designated by the President)
Student Representative represented by the SBO President
- 4.2 The committee shall:
 - Disseminate these rules, regulations procedures to the different departments and levels of the University community to increase understanding and prevent incidents of sexual harassment.
 - Receive and act on reports and complaints of sexual harassment.

- Provide support measures to victims of sexual harassment
- Conduct the preliminary investigation of sexual harassment cases
- Conduct the formal investigation of the case, once formal charges are filed by the Prefect of Discipline and Student Affairs Coordinator for education/training environment.
- Submit a report of its findings to the University President.

Section 5. Refer to RA 7877 or the Anti-Sexual Harassment Act of 1955 for Liceo de Cagayan University for the procedure and administrative penalties.

ARTICLE ____ ANTI-BULLYING ACT

In compliance with RA No. 10627 or the Anti-Bullying Act of 2013, the Liceo de Cagayan University Board of Directors hereby promulgates these rules and regulations to effectively carry out the provisions of RA No. 7877, within the premises and jurisdiction of Liceo de Cagayan University campus.

Section 1. Prohibited Acts

The anti-bullying policy shall prohibit:

- Bullying at the following:
 - School grounds;
 - Property immediately adjacent to school grounds;
 - School-sponsored or school-related activities, functions or programs whether on or off school grounds;
 - School bus stops;
 - School buses or other vehicles owned, leased or used by a school;
 - School buses or school services privately-owned but accredited by the school
- Bullying through the use of technology or an electronic device or other forms of media that is not owned, leased or used by a school.
- Bullying at a location, activity, function or program that is not school-related and through the use of technology or an electronic device or other forms of media that is not owned, leased or used by a school; and
- Retaliation against a person who reports bullying, who provides information during an investigation of bullying, or who is a witness to or has reliable information about bullying.

Section 2. Anti-Bullying Committee

For the implementation of this policy, the Anti-Bullying Committee shall handle bullying cases in the University. The committee shall be composed of the following:

- Chairman: Director for Student Personnel Services
- Vice Chairman: Guidance Counselor
- Members: Dean/s of the college where the student/s is/are enrolled
SBO President where the student/s is/are under

Section 3. Procedures in Handling Bullying Incidents in the University

3.1 Jurisdiction

Complaints of bullying and other acts under this policy shall be within the exclusive jurisdiction of the University and shall not be brought for amicable settlement before the

Barangay, subject to existing laws, rules and regulations. Complaints for acts by other laws shall be referred to the appropriate authorities.

3.2 Procedures

3.2.1 Immediate Response

- The victim or anyone who witnesses or has personal knowledge of a bullying incident or retaliation shall immediately call the attention of any school personnel.
- The school personnel who was notified of a bullying incident or retaliation shall intervene, by:
 - Stopping the bullying or retaliation immediately;
 - Separating the students involved;
 - Removing the victim or, in appropriate cases, the bully or offending student, from the site;
 - Ensuring the victim's safety, by:
 - Determining and addressing the victim's immediate safety needs; and
 - Ensuring medical attention, if needed, and securing a medical certificate, in cases of physical injury.
 - Bringing the bully to the Guidance Office or the designated school personnel.

3.2.2 Reporting the Bullying Accident or Retaliation

- A victim or anyone who witnesses or has personal knowledge of a bullying incident

3.2.3 Fact-Finding and Documentation

3.2.4 Intervention

3.2.5 Referral

3.2.6 Disciplinary Measures

3.2.7 Due Process

3.2.8

3.2.9