

# **COLLEGE STUDENT HANDBOOK**

**Revised 2019**



**LICEO DE CAGAYAN UNIVERSITY**  
*Committed to Total Human Formation*

# ♦ Liceo de Cagayan University Hymn ♦

*With voices proud and sweet*

*We all hail Liceo de Cagayan*

*Through thick and thin, we will not fail*

*In weal and woe to hold on high!*

*Your banner waving to the sky*

*Through all the years we'll loyal be*

*In every land and shining sea*

*The Liceo de Cagayan.*

*Alma Mater dear we pledge*

*To glorify your noble name*

*To chant with all our might and main*

*Eternal praises to your name*

*Oh! Alma mater dear all hail*

*We march together hand in hand*

*We sing together at your call*

*We stand as one at your command.*



This is to acknowledge receipt of the Liceo de Cagayan University Student Handbook for Academic Year 2019-2020.

As a bonafide student of Liceo de Cagayan University, I am responsible in reading and understanding all the information contained in the Student Handbook, and be guided by the policy, rules and regulations of the University.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Student Identification Number

\_\_\_\_\_  
Signature over Printed Name of Parents/Guardian

\_\_\_\_\_  
College/Degree Program

*NOTE: Submit this Acknowledgement Form to the Student Personnel Services during the enrollment period.*





# *Message from The University President*

## **WELCOME TO ANOTHER SCHOOL YEAR!**

I know how important vacation was for you and the family, but slowly we just need to restore our bodyclock to make sure it is ready for a new exciting school year ahead.

School is about learning, sharing, growing and establishing new social circles, which at the same time enjoying and having fun while preparing for life.

Liceo de Cagayan University Education provides students with all the opportunities to strengthen the minds to be able to learn in dealing with challenges concerning personal, social and economic issues that confront our day to day encounters through life.

Having you in the University gives us the opportunities to be a partner in making sure life ahead of you is the life you have dreamed for.



  
**Dr. Mariano M. Lerin, Ph.D., CPA**  
President

# TABLE OF CONTENTS

<b>ARTICLE 1 - THE UNIVERSITY PROFILE.....</b>	<b>1</b>
Section 1. A Brief Profile of Liceo de Cagayan University .....	2
Section 2. The University Seal .....	6
Section 3. The University Philosophy, Vision, Mission And Goal .....	7
Section 4. The University Core Values.....	9
Section 5. The University Organizational Structure .....	8
Section 6. Departments and Offices.....	10
Section 7. University Facilities .....	12
<b>ARTICLE 2 - DEPARTMENT VISION AND MISSION .....</b>	<b>13</b>
Section 1. College and Department Vision and Mission.....	14
<b>ARTICLE 3 - THE PROFILE OF THE LICEAN GRADUATE.....</b>	<b>19</b>
<b>ARTICLE 4 - ACADEMIC POLICIES.....</b>	<b>22</b>
Section 1. Admissions and Enrollment Procedures .....	23
Section 2. Transfer Credentials.....	25
Section 3. Cross Enrollment.....	25
Section 4. Changing, Adding and Dropping of Subjects.....	26
Section 5. On Probation.....	28
Section 6. Special Condition for Promotion .....	28
Section 7. Adjustment of Fees for Withdrawals and Dropping of Subjects .....	29
Section 8. Extension of Enrollment .....	29
<b>ARTICLE 5 - SCHOLARSHIP AND STUDY GRANT.....</b>	<b>30</b>
Section 1. Government Study Grant.....	31
Section 2. University Scholarship Grants .....	32
Section 3. Additional Benefits .....	35
Section 4. Filing Scholarship Grants .....	35
<b>ARTICLE 6 - SCHOLASTIC POLICIES .....</b>	<b>36</b>
Section 1. Grading System .....	37
Section 2. Examinations.....	38
Section 3. Criteria for Scholastic Honors .....	38

Section 4. Computation of Grades for Honor Students.....	38
Section 5. Graduation Requirements.....	39
Section 6. Awards.....	40
Section 7. Awards Committee .....	41
Section 8. Special Student Award Committee .....	42
 <b>ARTICLE 7 - CONDUCT OF ACTIVITIES .....</b>	 43
Section 1. Co-curricular Activity.....	44
Section 2. Extra-curricular Activity .....	44
Section 3. Conduct of Off-campus Activities .....	45
Section 4. Exclusions of Off-campus Activities.....	46
Section 5. Requirements .....	46
Section 6. Details of the Procedure .....	47
Section 7. Other Requirements.....	48
Section 8. Non-compliance the Policy.....	48
 <b>ARTICLE 8 - STUDENT ORGANIZATIONS .....</b>	 49
Section 1. The Student Body Organization and Other Organizations ....	50
Section 2. Student Body Organization Election.....	51
Section 3. Club and Organization Poster Policy .....	52
 <b>ARTICLE 9 - CODE OF DISCIPLINE AND CONDUCT .....</b>	 53
Section 1. Attendance .....	54
Section 2. Identification Card .....	54
Section 3. Prescribed Uniform.....	55
Section 4. Dress Code .....	55
Section 5. Safety And Security .....	56
Section 6. Use of University Name, Seal and Logo .....	56
Section 7. Code of Conduct Inside and Outside the Campus .....	57
 <b>ARTICLE - OFFENSES AND SANCTIONS .....</b>	 59
Section 1. First And Second Offense.....	60
Section 2. Third Offense .....	60
Section 3. Fourth Offense .....	61
Section 4. Confiscation of the Prohibited Items.....	62
Section 5. Disciplinary Board .....	63
Section 6. Procedure.....	64
Section 7. Saving Clause.....	65

..... ♦ CLASS SCHEDULE ♦ .....

TIME	M	T	W	Th	F	S
7:30 AM - 9:00 AM						
9:00 AM - 10:30 PM						
10:30 AM - 12:00 NN						
12:00 NN - 1:30 PM						
1:30 PM - 3:00 PM						
3:00 PM - 4:30 PM						
4:30 PM - 6:00 PM						

..... ♦ NOTES ♦ .....



# ARTICLE 1

## THE UNIVERSITY PROFILE

## Section 1. A BRIEF PROFILE 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 youth especially those poor but deserving students in Northern Mindanao. Envisioned to make relevant and quality education accessible to the youth, this higher institution of learning was founded to facilitate their total human formation anchored on moral values and Christian precepts.



### Distinctions

For its commitment to excellence in education, the University received numerous recognitions from the Department of Education, the Commission on Higher Education, and the Supreme Court of the Philippines, to wit: Most Effective Private Secondary School (1996) at the division and regional levels; Center of Excellence in Nursing for Region X, XII, and the CARAGA (1997); 4th Top Performing Law School nation-wide (1998); Category A for Teaching (Institutional Quality Assurance Monitoring and Evaluation, 2008); Meritorious Autonomous Status Award (2009); Category A-1 of CHED's Research Journal Accreditation (2012); Center for Development in Information Technology and Radiologic Technology for Region X (2016); and Delivering Higher Education Institution for K-12 scholarships.

### Accreditation

The University enjoyed the distinction of having the highest number of accredited programs in Region X in the years 2010, 2011, 2012, 2013, 2016, and 2017.

In 2007, the University was the first school in the region to be granted by PACUCOA Level III re-accredited status for Liberal Arts and Business Administration programs and the first in the country to be granted Level III accreditation for Master of Arts in Nursing, Master in Management, and B.S. in Nursing in 2008. Also, the University was the first in the country to get Level IV re-accredited status for its three Nursing programs.



To date, the University has 21 PACUCOA-accredited programs, to wit: Level IV – Liberal Arts, Business Administration, Master of Arts in Nursing, Master in Management, and B.S. in Nursing; Level III – B.S. in Elementary Education, B.S. in Secondary Education, B.S. in Biology, and B.S. in Psychology; Level II – Doctor in Management, B.S. in Radiologic Technology, B.S. in Information Technology, B.S. in Tourism, B.S. in Accountancy, Junior High School, and Elementary; Level I – Master of Arts in Education, B.S. in Physical Therapy, B.S. in Medical Technology, B.S. in Criminology, and B.S. in Pharmacy.

## **Curricular Offerings**

At present, the University offers complete basic education program and various baccalaureate and professional degrees to include Law and Medicine to cater the career needs of the University's various publics. Its healthcare degrees pioneered the offering of Nursing on both the bachelor's and graduate levels.

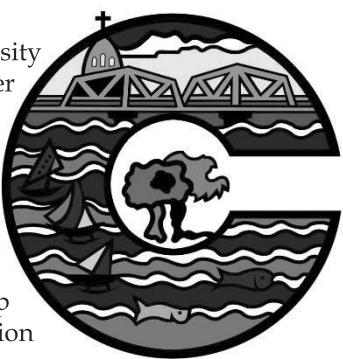
The other paramedical degrees are the Rehabilitation Sciences (Physical and Occupational Therapy), Radiologic Technology, Medical Laboratory Science, and Pharmacy. In 2017, the Doctor of Medicine was offered. The non-paramedical degrees include Accountancy, Business Administration, Management Accounting, and Real Estate Management; the Bachelor of Arts degrees are in Communications, Economics, International Studies, Literature and Performing Arts, and Political Science; the Bachelor of Science are in Biology, Library and Information Science, Criminal Justice, Teacher Education, Engineering, the Hotel, Restaurant and Institution Management, and Information Technology. The Conservatory of Music, Theater, and Dance offers the degrees of Bachelor of Music in Pedagogy and in Performance. The Institute of Short Studies offers the following: Associate in Hotel and Restaurant Management, Diploma in Culinary Arts, Diploma in Theater and Performing Arts, Certificate in Culinary Foundation, Certificate in Basic Patisserie, International Caregiver, Certificate in Professional Education, Certificate in Early Childhood Education, PC Operations/Hardware Servicing, English Immersion Camp, and German Language.

## **Track Record**

The University obtained very high passing rates in the board exams, thus earning for the University the distinctions Top Performing School for Radiologic Technology (1996, 1997, 2000, 2001, 2002, 2007, 2009, 2011, and 2012), Top 7 Performing School for Pharmacy (2019), and Top 1 Performing School for Radiologic Technology (2019). Also, the University produced graduates who topped the board exam of their respective fields such as 1st placers (1996, 2000, 2008, and 2014), 2nd placers (2001 and 2002), 3rd placers (2006 and 2009), 9th placer (2014), and 6th and 7th placers (2017) for Radiologic Technology; 2nd and 12th placers (1994), 5th placer (2007), 2nd and 4th placers (2014), and 7th placer (2018) for Physical Therapy; 3rd placer for X-Ray Technology; 6th placer for Nursing; 10th placer (2009) for Teacher Education; 16th placer (2001), 20th placer (2006), and 7th placer (2014) for Accountancy; 2nd placer (2014) for Pharmacy; 6th placer (2017) for Psychometry; and 7th placer (2017) for Medical Laboratory Science.

## **Community Service**

To complement the academic curricular offerings, the University created the Liceo Center for Community Development and the Safer River, Life Saver Foundation to facilitate its 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 its advocacy under the "Safer River, Life Saver" project in partnership with the Rodolfo N. Pelaez Foundation, Inc. The RNP Foundation



Inc. further advances the University's scholarship programs to poor but deserving students and strengthens the promotion of charitable activities for the welfare of the community. To expand such thrust, the University has exerted an institution-wide comprehensive effort to deliver social, educational, livelihood, sanitation, literacy, and environmental activities through a community immersion program in rural communities.

## Research

The Research and Planning Office was created in 1993 and renamed to Research, Publication and Extension Office in 2016. Fulfilling the knowledge - creation function of the University, the Office has produced world-class scientific journals that earned the acceptance of indexing companies.



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, got CHED's Research Journal Accreditation (Category A-1). Likewise, in 2013, the University's Asian Journal of Health got its accreditation (Category B).

Other journals (Asian Journal Studies of Business and Governance, Asian Journal of Health, Nursing Journal, and Advancing Information Technology Research Journal) were also indexed, making them accessible online for global readership. All the journals are peer-reviewed, ranked, indexed, and cross-referenced (DOI). Presently, the journals are indexed in the US Library of Congress in Washington, D.C.

The Research Programs of RPE focus on biodiversity, social sciences, and health. The Biodiversity Research Program was awarded 2nd Best HEI Research Program in Region 10 by CHED. The social science research entry won first place in CHED's REPUBLICA Regional Research Contest in Region 10.

The RPE has continued to engage in various national and international linkages to include the following: CHED, Philippine National Museum, DOST, NorMinCoHRD, NOMCAARD, NorminCIEERD, DOH, PNRS, NRCP, BIOTA Philippines, Mosquito Dengue Fighter Association of the Philippines (MDFA), National University of Singapore, Chinese Academy of Sciences (China), Chulalongkorn University (Bangkok, Thailand), and Oklahoma State University (USA).

The Licean researchers have reaped national and international awards and gain membership in various national and international associations. The RPE also provides Licean researchers with services such as grammar check, plagiarism test, reference checking, and statistical processing of data.

## Culture and Arts



In 2005, the RODELSA Hall, a state-of-the-art theater, was built to be the venue for various cultural and performing arts presentations and to support the University's goal 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 opened to the Liceo community for

the appreciation of contemporary Filipino lifestyle. Additionally, the University's Folkloric Dance Troupe has reaped international distinctions during its performances abroad while the Next Moves Dance Company and the G-Clef have been acclaimed for their feats in local and national competitions.

## Internationalization Affairs

The Office of External Relations and Internationalization was formally established in 2013. Its main objective was to further enhance institutional visibility and international understanding by exposing the faculty and the students to various cultures through the University's academic programs and to set the world's best practices in different disciplines or life areas as its benchmarks.

## Other Linkages

Foreign embassies awarded Liceo sponsorships of a series of McLuhan lectures on journalism by the Embassy of Canada, cultural lectures of embassy personalities to four-day workshops on creative writing by the US Embassy cultural specialist, lecture series on the Japanese classical theatre and the Haiku, the 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, such as that 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).

## Partnership with the Federal Republic of Germany



**GOETHE  
INSTITUT**

Liceo de Cagayan University has been a partner of the Goethe Institut under the "Schools: Partners of the Future" program (Goethe Institut Philippinen). The partnership became official upon the signing of the PASCH Memorandum of Understanding on September 10, 2013, by both parties. PASCH is an initiative of the federal foreign office in cooperation with the Central Agency for Schools Abroad (ZFA), the Goethe-Institut (GI), the German Academic Exchange Service (DAAD), and the Educational Exchange Service of the Standing Conference of the Ministers of Education and Cultural Affairs of the Lander in the Federal Republic of Germany (PAD). The Goethe-Institut under the

“Schools: Partners of the Future” program promotes and supports the teaching of German in excellent schools throughout the world.

### **Offshore University Linkages.**

In 2018, LDCU forged another partnership through a Memorandum of Understanding and Academic Collaboration with the Daffodil International University, Dhaka, Bangladesh to establish partnership to promote academic and cultural exchange between the two institutions through mutual assistance, especially in the areas of teaching and research. The same partnership was established with the EMPI Group of Institutions in New Delhi, India; the Kalinga Institute of Industrial Technology and Kalinga Institute of Social Sciences; and Our Lady of Fatima University in Valenzuela, Manila. Recently, the University signed a Memorandum of Understanding with the International Mental Health Training Center in Taiwan.

## **The Administration**

Liceo de Cagayan University as a close family corporation is headed by a president who is appointed by the 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 for 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. After five years, Dr. Mariano M Lerin, CPA was installed in 2007 as the third University President. He is the current University President.

After almost 65 years, Liceo de Cagayan University continues to uphold national identity by instilling in the heart of every student the pride as a Filipino. The University remains to stand for excellence, integrity, loyalty, discipline, and service to advance the total human formation of students.

## **Section 2. THE UNIVERSITY SEAL**

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



- 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.
- 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.
- 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.
- The Latin motto **NIL SINE NUMINE** translates 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.
- The Roman Numerals **MCMLV** is indicative of the University Foundation Year, 1955.

### **Section 3. THE UNIVERSITY PHILOSOPHY, VISION, MISSION AND GOAL**

#### **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 awareness of the problems of the community enables the Licean to actively participate in the basic thrust of the programs and projects of the government. The student’s education is a 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 a 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.

#### **Goal**

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

## Section 4. THE UNIVERSITY 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.

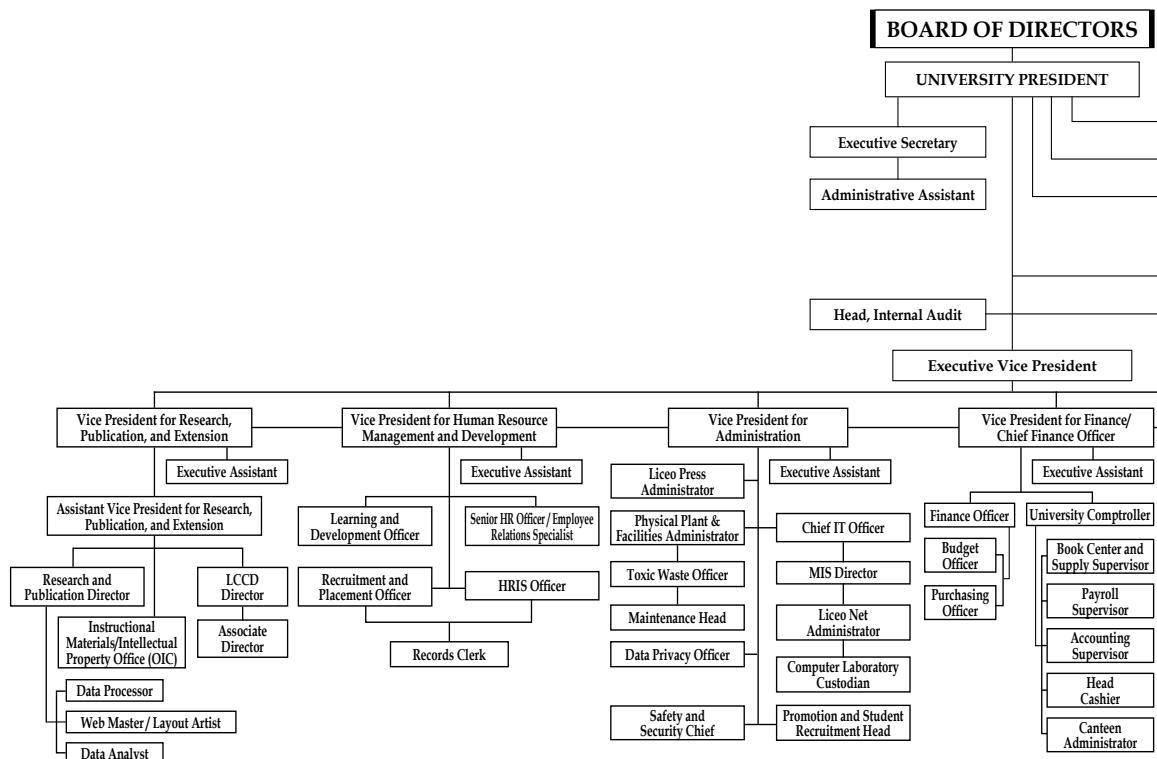
**Excellence.** Liceo stands for exemplary administrators, faculty, staff and students who always act with utmost professionalism and strive to be leaders in developing knowledge by pushing the boundaries of research and attaining education to further competence, self-reliance, entrepreneurship, and steep in the 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

## Section 5. THE UNIVERSITY ORGANIZATIONAL STRUCTURE

### 5.1. The Organizational Chart

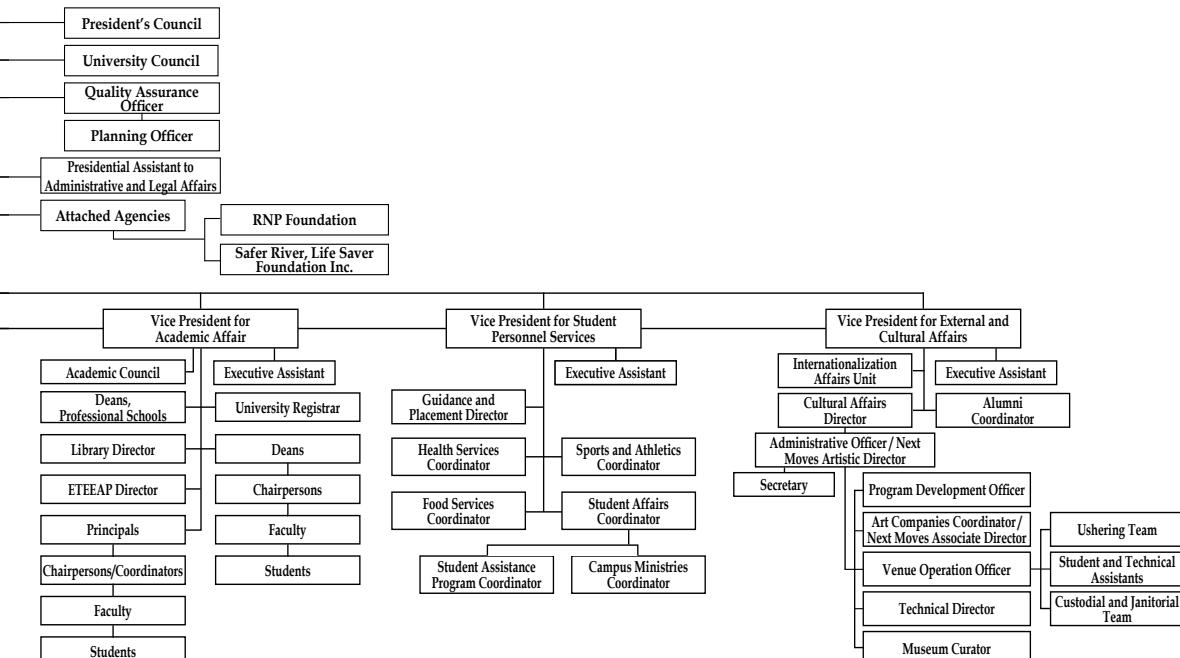


continuously encourage fidelity to the university traditions, and an unwavering adherence to the ideals and aspirations of the institution that foster commitment, respectability and nationalism.

**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 personal 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 6. DEPARTMENTS AND OFFICES**

---

- A. Executive and Administrative Departments
  - 1. Chairman, Board of Directors
  - 2. 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. Vice President for Research, Extension and Publication
  - 9. Director for Student-Personnel Services
- B. Academic Department
  - 1. School of Graduate Studies
  - 2. College of Medicine
  - 3. Liceo 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 (Main Campus, RNP Campus, Paseo del Rio Campus)
    - 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 and CAT Office
  - 2. Campus Ministry
  - 3. Drum and Bugle Corps (DBC)
  - 4. Finance Office
  - 5. Folkloric Dance Troupe (FDT)
  - 6. G-Clef Musical Society
  - 7. G &G Canteen Services
  - 8. Guidance, Placement and Testing
  - 9. Health Services - Medical & Dental Clinic

10. Human Resource Management and Development (HRMD)
11. Internal Audit
12. Liceo U Band
13. La Castilla Museum
14. Library and Instructional Media Center ( LIMC)
15. Liceo Center for Community Development (LCCD)
16. Liceo de Cagayan University - Alumni Association Office (LCAA)
17. Liceo Diagnostic Center
18. Liceo Legal Aid Center (LILAC)
19. Liceo Net (LNeT)
20. Liceo Office of Cultural Affairs
21. Liceo Press
22. Office of Internationalization
23. Quality Assurance (QA)
24. Maintenance
25. Management Information System (MIS)
26. National Service Training Program (NSTP)
27. Registrar's Office
28. Research, Publication and Extension Office (RPE)
29. Reservist Officers Training Corps (ROTC)
30. Safety and Security Office
31. Sophia Residence Hall
32. Sports and Athletics
33. Prefect of Discipline and Student Affairs
34. Promotions and Student Recruitment

## **Section 7. UNIVERSITY FACILITIES**

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With the three campuses of Liceo de Cagayan University, students may avail themselves of the facilities in all campuses subject to existing Rules and Regulations. The three campuses of the University are as follows:

1. Main Campus, Rodolfo N. Pelaez Blvd., Kauswagan Road, Cagayan de Oro City
2. Rodolfo N Pelaez Campus, Carmen Road, Cagayan de Oro City, and
3. Paseo del Rio Campus, Rodelsa Circle, Macasandig, Cagayan de Oro City.

Facilities:

- |  |   |
|--|---|
| 1. Elsa P. Pelaez Memorial Library           | 13. Sports Gym                            |
| 2. Graduate School Library                   | 14. Sports Zone                           |
| 3. Basic Education Department Library        | 15. Liceo Civic Center                    |
| 4. Audio-Visual Rooms                        | 16. South Academic Cluster                |
| 5. Medical/Dental Clinics                    | 17. North Academic Cluster                |
| 6. College of Medicine Laboratories          | 18. Arts and Science Building             |
| 7. Guidance and Counseling, Placement Office | 19. Engineering and Commerce Building     |
| 8. Speech Laboratories                       | 20. University Chapel                     |
| 9. Science Laboratories                      | 21. Sacred Heart Church (RER Subdivision) |
| 10. Computer Laboratories                    | 22. Rodelsa Hall                          |
| 11. Nursing Laboratories                     | 23. Liceo Press                           |
| 12. University canteens                      | 24. Heritage Building                     |
|  | 25. Diagnostic Center                     |



# ARTICLE 2

## DEPARTMENT VISION AND MISSION

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.

## Section 1. COLLEGE AND DEPARTMENT VISION AND MISSION

### Arts and Sciences

#### Vision



The College of Arts Sciences envision itself as a significant, multifaceted, and well-grounded academic unit of the University that offers general education courses as well as degree courses in Biology, Communication, Economics, English Literature, International Studies, Library Information Science, Performing Arts, Political Science, and Psychology.

#### Mission

The College of Arts and Sciences commits itself to coordinate with its partner colleges in the University in developing creative and responsible individuals for the changing society.

### Business and Accountancy

#### Vision



The Liceo de Cagayan College of Business and Accountancy strives to be recognized as one of the top business schools in Mindanao as judged by the quality of our instruction, research, and service contributions to the business, academe, government and community.

#### Mission

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

## **Teacher Education**



### **Vision**

A leading Teacher-Education institution preparing global teaching practitioners anchored on Total Human Formation for God, Country and Humanity.

### **Mission**

The college is committed to produce highly competent teachers through quality teaching, research and service for global and lifelong learning.

## **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.

## **Criminal Justice**



### **Vision**

In pursuit of the University Vision, Mission and Goals, particularly social involvement and academic improvement underpinned by the University's core values of discipline, loyalty, integrity and excellence and commitment to service, the College of Criminal Justice envisions itself as a significant educational institution actively and continually involved in turning out graduates who will lead the nation in addressing the vital problems of crime control and meeting the demands for global competence.

### **Mission**

Provide the community with professionally competent and morally upright graduates who can deliver efficient and effective service along public safety and order.

## **Information Technology**



### **Vision**

A leading Filipino IT program that produces globally competitive, compassionate, and committed men and women proficient in the use of state-of-the art technology and embracing the fast-changing technological development.

## Mission

The College of Information Technology is committed to the core values espoused by the university, particularly to promote quality and excellence in IT education by:

- a. Collaborating with the commission on Higher Education and the community in the support of the three-fold function of the university: instruction, research, service learning for global integration; and
- b. Facilitating relevant program for planning and development.

## 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 illustrate the Licean ideals wherever they may be.

## Conservatory of Music, Theater and Dance



### Vision

The Conservatory of Music, Theater and Dance envisions itself as a music school of international standard.

### Mission

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

## Nursing



### Vision

The College of Nursing envisions itself as the 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.

## **Pharmacy**



### **Vision**

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

### **Mission**

Commits to develop professional, competent, responsible, and skilled pharmacists who apply 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 quality of life of the society.

## **Rehabilitation Science**



### **Vision**

True to the Licean vision on total human formation, the college of rehabilitation sciences envisions as a leading academic institution of the country in forming globally competent and innovative professionals with exceptional uprightness for societal transformation.

### **Mission**

The College of Rehabilitation Sciences is dedicated to deliver quality learning as demonstrated through exemplary instructions, research, and service for societal transformation.

## **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.

## 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.

## 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 the country and the world.

### 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.

## Medicine



### Vision

Liceo de Cagayan University - College of Medicine aims to become the leading medical school in the country, producing culture friendly physicians, who are competitive and professionally competent, well equipped with skills, who have developed the attitude of continually improving their knowledge, girded with wisdom, integrity, compassion, devoted in the service of God, and dedicated to respond to the health needs of the Filipino and the global community.

### Mission

The College is committed to provide excellent medical education, relevant research, holistic, quality community service, and produce globally competent, ethical and compassionate physicians.



# ARTICLE 3

## 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

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**Excellence.** 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:

1. practices remarkable expertise in his/ her field of specialization;
2. demonstrates high level of efficiency, leadership, and management skills;
3. commits and dedicates himself/herself to life-long learning through a continuous integration of updated knowledge, skills, and attitudes;
4. develops continuously his/her higher order thinking skills;
5. expresses himself/herself competently in both oral and written communication;
6. practices industry and diligence to avoid dependence on others;
7. counts on his/her giftedness and resources in pursuing goals;
8. takes full responsibility for the development of his/her potential;
9. initiates innovations that advanced personal, community, and country development;
10. supports new ideas and engages in creative processes and novel solutions in dealing with problems.
11. demonstrates sustained appreciation of Arts and Culture.

**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:

1. takes decisive actions against all forms of illegal and unethical conduct;
2. favors Universal Ethical Principles over personal gain or for social conformity;
3. respects cultural diversities;
4. conducts oneself in a manner that brings honor and prestige to the University;
5. respects differences in opinions and maintains confidentiality;
6. demonstrates nobility in character and trustworthiness; and
7. observes congruence in language and in action.

**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:

1. contributes to his/her family's, workplace's, and community's well-being;

2. commits to defend the university, community and the country at all times;
3. puts a great deal of effort beyond what is expected;
4. upholds the rights and privileges, duties and responsibilities of Filipino citizens;
5. appreciates the rich cultural diversities of Filipinos; and
6. helps promote the best of Filipino customs and traditions.

**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:

1. works responsibly without need for close supervision;
2. exhibits a high degree of professionalism;
3. manifests guardianship over Filipino art and culture;
4. conveys intellectual humility in professional and interpersonal situations;
5. displays a firm determination for achievement;
6. shows consistency in performing tasks systematically and competently; and
7. maintains a good disposition in life.

**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.



# ARTICLE 4

## ACADEMIC POLICIES

Liceo de Cagayan University is open to students who meet the 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.

## **Section 1. ADMISSIONS AND ENROLLMENT PROCEDURES**

The following enrolment procedures should be strictly followed:

### **A. For New Students**

#### **Admissions Procedure**

- Step 1. Check schedule for Entrance Exam at the Guidance and Testing Office and [www.liceo.edu.ph](http://www.liceo.edu.ph)
- Step 2. Proceed to University Cashier and pay Entrance Exam Fee.
- Step 3. Proceed to Guidance and Testing Office and take the University Entrance Examination.
- Step 4. Verify Entrance Exam Test Results through the testing officer, website and official Facebook page.
- Step 5. For Entrance Exams Passers, register online at [wwd.liceo.edu.ph/#/registration](http://wwd.liceo.edu.ph/#/). Fill out all required fields. Click Submit and take note of Tracking Number.

#### **Enrollment Procedure**

- Step 1. Proceed to Admissions Office and bring printed Admission Documents together with other requirements. Submit the original and two (2) photocopies of the following:
  - a. Form 138
  - b. Certificate of Good Moral
  - c. Grade 12 Certificate of Completion with Learner Reference Number (LRN)
  - d. Birth Certificate
  - e. 4 pcs. 2x2 picture
- Step 2. Proceed to University Registrar and submit requirements.
- Step 3. Proceed to the College Dean for interview.
- Step 4. Proceed to University Cashier and pay down payment and other fees to open official account.
- Step 5. Proceed to the College Academic Coordinator for encoding and verification of subjects.
- Step 6. Proceed to the University Clinic for Medical Check-up.
- Step 7. Proceed to Liceo Press for ID processing.
- Step 8. Proceed to SASTRE for uniform purchase.

#### **Post Enrollment**

- Step 8. Attend Jumpstart: The Liceo U General Orientation
- Step 9. Present orientation clearance signed by Student-Personnel Services and College for release of ID and student handbook.

## B. For Transferees

### **Admissions Procedure**

- Step 1. Proceed to the Department for evaluation of subjects and interview with Dean
- Step 2. Proceed to the Office of the Student-Personnel Services for interview
- Step 3. Proceed to Guidance and Testing Office, take and pass the University Entrance Examination.
- Step 4. Verify Entrance Exam Test Results through the testing officer and website
- Step 5. For Entrance Exams Passers, register online at [wwd.liceo.edu.ph/#/](http://wwd.liceo.edu.ph/#/) registration. Fill out all required fields. Click Submit and take note of Tracking Number.

### **Enrollment Procedure**

- Step 1. Proceed to Admissions Office and bring printed Admission Documents together with other requirements. Submit the original and two (2) photocopies of the following:
  - a. Transcript of Record
  - b. Certificate of Good Moral
  - c. Honorable Dismissal
  - d. Birth Certificate
  - e. 4 pcs. 2x2 picture
- Step 2. Proceed to University Registrar and submit requirements.
- Step 3. Proceed to Cashier's Office and pay down payment and other fees to open account.
- Step 4. Proceed to the College Academic Coordinator for encoding and verification of subjects.
- Step 5. Proceed to the University Clinic and for Medical and Dental Check-up.
- Step 6. Proceed to Liceo Press for ID processing.
- Step 7. Proceed to SASTRE for uniform purchase.

### **Post Enrollment**

- Step 1. Attend Jumpstart: The Liceo U General Orientation
- Step 2. Present orientation clearance signed by Student-Personnel Services and College for release of ID and student handbook.

## C. For Old Students

### **Enrollment Procedure**

- Step 1. Proceed to the department for evaluation of subjects.
- Step 2. Proceed to Academic Chairperson for encoding of subjects to be enrolled.
- Step 3. Obtain printout (white form) of subjects enrolled.
- Step 4. Proceed to Liceo Press for ID processing.

#### **D. Foreign Students**

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.
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.
3. Other course requirements needed by the course must be completely satisfied and subject to the approval of the University.

#### **E. 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. TRANSFER CREDENTIALS**

1. 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.
2. 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 3. CROSS ENROLLMENT**

Cross-enrollment may be granted under the following conditions:

1. The subjects are not offered in the mother school during the particular term the student is enrolled.
2. The subjects required for graduation are offered but are in conflict with the other subjects of the student.
3. A permit to cross-enroll is issued by the Dean and the University Registrar.
4. General Education subjects limited to nine (9) units only.
5. A student is only allowed to enroll in an institution where the program is accredited with the same standing as the University.

## **Section 4. CHANGING, ADDING AND DROPPING OF SUBJECTS**

### **1. Changing of Subjects**

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

### **2. Dropping of Subjects**

Students may officially drop all his/her enrolled subjects upon recommendation of the Dean and approval of the University Registrar before the Prelim 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.

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

Request for dropping a subject is allowed for any of these reasons:

- 2.1. Conflict of schedule with other subjects;
- 2.2. Dissolved section, class, or subject;
- 2.3. Change of Program/degree sought;
- 2.4. 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.
- 2.5. 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.
3. 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:
  - 3.1. Chairperson
  - 3.2. Dean
  - 3.3. Registrar
  - 3.4. Finance
4. Transactions  
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.

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.

The Schedule of Payment 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.

6. Payment Options. A student may opt to pay on installment basis, subject to the following:  
***Total Assessment less down payment / 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.
7. Check Payment. 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.
8. Fees. Authorized withdrawal from the University and dropping of all subjects, tuition charges and fees will be paid 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 Prelim	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 student attended the classes or not for whatever reasons.

9. 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

10. Blood-Relation Discount. 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	None
Two	15% on the 2nd student

Three	30% on the 3rd student
Four	100% on the 4th student
Five	30% on the 4th and 100% on the 5th student
Six	50% on the 5th and 100% on the 6th student
Seven or more	100% on the 6th, 7th and more

11. The tuition fee discount shall apply to a student 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.
12. 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.
13. Request to open a Subject.

Student can request the college to open subjects that are not offered in the current semester. Request shall be made through the department with the approval of the Registrar. Deadline for request shall be the last day of the enrollment week.

## Section 5. ON PROBATION

1. 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.
2. For failure in one or two subjects, a student may be allowed a maximum of two (2) enrollments to complete the subject(s).
3. A student On Probationary enrollment should carry a maximum load of 15 units only.
4. Probationary enrollment is limited to one (1) semester only.
5. Three (3) failures in any of the major subjects in a semester will disqualify the student from re-admission to the program.
6. 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.
7. 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 6. SPECIAL CONDITION FOR PROMOTION

1. The Incomplete (INC) 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 INC within one year from the time the INC was incurred. A student has to re-enroll the subject should

- he fail to remove the INC within the prescribed period in order to earn the required credit. Failure to remove the INC within the prescribed period will result to a grade of 5.
2. A fee shall be charged for every removal of INC. Fees are determined by the University Finance.

## **Section 7. 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.

## **Section 8. EXTENSION OF ENROLLMENT**

The school may provide extension of enrollment schedule upon the decision of the University council and approval of the President. Announcement shall be posted at the Registrar's office and thru the official website.



# ARTICLE 5

## SCHOLARSHIP AND 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**

### **1. 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:

- 1.1. 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).
- 1.2. 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
- 1.3. 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 its admission requirements.

### **2. 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:

- 2.1. Surviving spouse
- 2.2. Unmarried children below 21 years old
- 2.3. Parents if wholly dependent
- 2.4. Next of kin below 21 years old.

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

### **3. Private Education Student Financial Assistance Program (PESFA)**

Private Education Student Financial Assistance Gender and Development Scholarship (PESFA GAD)

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).

#### **4. Study Now Pay Later Plan (SNPLP)**

- 4.1. This is 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:
  - 4.1.1. Bachelor of Science in Electrical Engineering
  - 4.1.2. Bachelor of Science in Nursing
  - 4.1.3. Bachelor of Science in Physical Therapy
- 4.2. The following may avail of the SNPLP Assistance Program:
  - 4.2.1. Dependents of parents or guardians with gross income not more than P35,000.00 per annum or as the law provides;
  - 4.2.2. Graduates of secondary course from public school or recognized private school;
  - 4.2.3. With an average grade not less than 80% during 4th year High School.
- 4.3. 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.

#### **5. Other Scholarship Grants**

- 5.1. Student Grant Program for Solo Parents and their Dependents
- 5.2. CHED Study Grant Program for Congressional Districts
- 5.3. Tulong - Dulong Program (TDP)
- 5.4. Tertiary Education Subsidy (UNIFAST)

### **Section 2. UNIVERSITY SCHOLARSHIP GRANTS**

#### **1. Academic Scholarship**

##### **1.1. Full Academic Scholarship**

Coverage: 100% ON ALL SCHOOL FEES  
Free cloth for school uniform  
Free books (refund system)

Duration: Semestral

Requirements for entry:

- Over all HIGHEST and SECOND HIGHEST from National High Schools and recognized feeder schools, and TOP 5 graduates from all strands of Liceo U Senior High School are automatically eligible for the grant.
- Examinees who get 95% and above will be given 100% scholarship on tuition and laboratory fees only.

Scholars may take any course offered by the University

Guidelines for renewal are as follows:

- Renewal and evaluation of scholarship will be per semester

- Grantee must maintain a 1.00 – 1.20 general weighted average.

## 1.2. Half Academic Scholarship

Coverage: 50% ON TUITION FEE ONLY

Duration: Semestral

Requirements for entry:

- Examinees who get 90% to 94% will qualify for the grant.
- Scholars may take any course offered by the University

Guidelines for renewal are as follows:

- Renewal and evaluation of scholarship will be per semester
- Scholars must maintain a 1.21 – 1.40 GWA

## 2. Special Scholarship

Coverage: 100% ON TUITION FEES ONLY

Duration: 4 years

Requirements for entry:

- Granted to students with Special Scholarship must have a GWA of 85% in high school
- Students who are interested or referred to enroll on the following programs:
  - o Bachelor of Library and Information Science
  - o Bachelor of Science in Occupational Therapy
  - o Bachelor of Arts in International Studies
  - o BS Biology
  - o BS Psychology
  - o Engineering Course: BS in Electrical Engineering, BS in Civil Engineering, BS in Industrial Engineering, BS in Electrical and Computer Engineering
  - o BS in Information Technology
  - o BS Real Estate Management

Guidelines for renewal: Students must maintain a GWA of at least 1.7 and above and must have no failing grade.

After one year, students may apply for academic or non-academic scholarships in the succeeding years.

## 3. Loyalty Privilege

Coverage: 25% discount on tuition fees only

Duration: 1 School Year

Guidelines:

- Graduated from Liceo de Cagayan University with complete Basic Education
- Applicants must follow the regular load specified in the curriculum and must not have any dropped, failing or incomplete grade in any semester.
- Scholars may apply for academic or non-academic scholarships in the succeeding years.

#### **4. Non-Academic Scholarship**

##### **4.1. 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. The University currently offers sports scholarship grants in Basketball, Volleyball and Dragonboat.

##### **4.2. Performing Arts**

Members of the Folkloric Dance Troupe, Next Moves Dance Company, Dragon Boat, Drum and Bugle Corp, G Clef Musical Society and University Band, University Orchestra shall enjoy either full or half tuition scholarship for one semester.

##### **4.3. Student Assistance Program (SAP)**

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

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

- a. Application letter
- b. Biodata
- c. Copy of parents' latest Income Tax Return, Certificate of Tax exemption or Certificate of indigency
- d. Medical Certificate
- e. Student report card (form 138) for incoming first year students or TOR for old students and transferees
- f. Parent's consent

The applicant must pass the intelligence quotient (IQ) and the personal interview by the Director for Student-Personnel Services

#### **5. 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 Office of the Student-Personnel Services determines guidelines for the admission, retention, and disqualification of scholars under this category.

#### **6. Tuition Fee Benefits and Discounts based on Blood Relation**

##### **6.1. Regular employees of the University, shall enjoy tuition fees discount from**

- basic education to baccalaureate degree based on the employee's discount policy. Refer to University Personnel Manual.
- 6.2. Children of the regular employees of the ZEALEP Group of Companies shall enjoy tuition fee discount. Refer to Personnel Manual.

### **Section 3. ADDITIONAL BENEFITS**

- 1. For Academic Scholars (as defined in Article I, letter A. Sec. 4)**
  - 1.1. Free textbooks/workbooks
  - 1.2. Free uniform cloth
- 2. For Summa cum Laude, Magna cum Laude and Cum Laude Graduates:**
  - 2.1. Free review fees
  - 2.2 Free tuition fee in the Liceo Law School
- 3. For Board / Bar Topnotchers:**
  - 3.1. First to Third Placer - Plaque of Recognition plus a cash gift and full scholarship grant that is fully assignable
  - 3.2. Fourth to Tenth Placer - Plaque of Recognition plus a cash gift and partial (75%) scholarship grant that is fully assignable
  - 3.3. Eleventh to Twentieth Placer - Plaque of Recognition plus a partial (50%) scholarship grant that is fully assignable

### **Section 4. FILING SCHOLARSHIP GRANTS**

Application for scholarships 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 depending upon the student's academic performance as required by the University. Any student whose academic performance qualifies for scholarship has to apply at the Office of the college dean.



# ARTICLE 6

## SCHOLASTIC POLICIES

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

Midterm Grade:

Semi-Final Grades:

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

Final Grade:

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:

Grade	Range	Description
1.00	98.85 – 100	Excellent
1.10	97.66 – 98.84	
1.20	96.47 – 97.65	
1.30	95.28 – 96.46	
1.40	94.09 – 95.27	
1.50	92.90 – 94.08	
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	

Grade	Range	Description
2.60	79.77 – 80.95	Fair
2.70	78.58 – 79.76	
2.80	77.39 – 78.57	
2.90	76.20 – 77.38	
3.00	75.00 – 76.19	
5.00	Below 75.00	Failed

## **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 included in the computation for GWA.

## **Section 2. EXAMINATIONS**

1. Term exams shall be administered as scheduled. Final examinations shall be administered by department. The schedule of which is announced by the University President.
2. 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.)
3. 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.
4. 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**

1. All colleges shall ascertain and evaluate their honor students and have the official list of Honors submitted to the Registrar's Office for confirmation.
2. 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.

### **Academic Awards**

1. 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 subject

Magna Cum Laude	less than	1.20- 1.40	with no grade lower than 1.6 in any subject
Cum Laude	less than	1.40- 1.60	with no grade lower than 1.8 in any subject
With Honors	less than	1.60- 1.70	with no grade lower than 2.0 in any subject

#### For Two-Year Courses

With Highest Honors	1.00 - 1.20	with no grade lower than 1.50 in any subject
With High Honors	less than 1.20 - 1.40	with no grade lower than 1.80 in any subject
With Honors	less than 1.40 - 1.60	with no grade lower than 2.00 in any subject

2. 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.
3. 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.
4. 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).
5. Physical Education (PE), National Service Training Program (NSTP) and Social Orientation (SO) subjects are not included in the computation of the GWA provided that the student did not fail in the subjects.

## Section 5. GRADUATION REQUIREMENTS

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

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.
3. A candidate must have complied with all the requirements of the curriculum for which the degree, title, certificate, or diploma is conferred.
  - 3.1. Complete Academic requirements
  - 3.2. Student clearance
4. A candidate must have attended the last year of his study in the University except for medical related courses which require at least two years.
5. All requirement and guidelines for the commencement exercises must be properly observed.

## **Section 6. AWARDS**

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1. To qualify for any of these academic awards, the candidate must meet the following criteria:
  - 1.1. Must have a residency of at least three (3) years, prior to graduation, for Cum Laude and four years for Magna Cum Laude and Summa Cum Laude.
  - 1.2. 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
  - 1.3. Subjects must have been taken only once.
  - 1.4. Must carry the full load prescribed by the curriculum for the given semester except during the last semester or summer session.
  - 1.5. 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.

### **Outstanding Student Awards**

#### **1. Outstanding Graduate Awards**

The Outstanding Graduate Award is given at the Commencement Ceremonies to an honor graduate (Summa Cum Laude, Magna Cum Laude, Cum Laude) of an undergraduate College for excellent performance in academic and superior contribution to the promotion of Licean values and ideals.

Criteria used are:

- Academic Performance
- Responsible Leadership
- Firm Moral stand/conviction and service to the community. Interviews and testimonial recommendations may be required.
- College may or may not have an outstanding graduate.
- A gold medal is awarded to the Outstanding graduate

#### **2. Class Valedictorian**

The Class Valedictorian represents the graduating class and embodies the ideals of Licean as stipulated in the Licean Way: Our Being and Becoming document as approved by the top management. The awardee is chosen from the Outstanding student awardees of the different colleges following the criteria set by the Awards Committee.

- The Class Valedictorian speaks in behalf of the graduating class during the Commencement Exercises.
- A gold medal is awarded to the Class Valedictorian
- The choice of the Class Valedictorian is a prerogative of the University as recommended by the Awards Committee and no students can demand or claim it as a matter of right.

#### **3. Outstanding in Practicum or Internship**

##### **3.1. 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.

### **3.2. 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.

### **4. 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:

- 3.1. The candidate must be an Student Body Organization officer / Club or Sub-organization officer for at least two (2) years.
- 3.2. The candidate must have exhibited outstanding achievements as a leader in all the co-curricular and extra-curricular activities in the University.
- 3.3. Must have no failing grade.
- 3.4. Must have no violations of the Code of conduct as stipulated in the student handbook during the student's stay in the University.

### **5. 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. Presidential Award**

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

## **Section 7. 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.

### **Procedure**

1. The chairperson endorses the student to the Dean of the department. The Dean reviews the application and recommends 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 provides decision for the application.

## **Section 8. SPECIAL STUDENT AWARD COMMITTEE**

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

Procedure:

1. Upon receipt of the invitation, the Director of the Student-Personnel Services shall forward the same to the Dean concern for possible qualified students.
2. Students qualified for the award shall prepare the requirements and submits them to the Dean.
3. With the recommendation of the college dean, the application shall be forwarded to the Registrar.
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 7

## CONDUCT OF ACTIVITIES

The University supports activities, programs, and learning experiences that complement in the total formation of the individual. Co-curricular activities essentially take place outside a typical pen and pencil classroom experience. These give students the opportunity to develop particular skills and exhibit their non-academic abilities. Extracurricular activities are those sponsored by and usually held at school but are not part of the academic curriculum. However, they often involve some time commitment outside of the regular school day.

## **Section 1. CO-CURRICULAR ACTIVITY**

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1. 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 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 Student-Personnel Services Office not less than seven (7) days before the start of the activity for information purposes.
2. For in-campus co-curricular activities, the following shall be specifically indicated in the letter of request or in the enclosures:
  - 2.1. Letter requesting for the approval of the off-campus activity must:
    - 2.1.1. Include the subject or course to certify that such activity is part of the syllabus of the faculty
    - 2.1.2. Be addressed to the Dean
    - 2.1.3. Include an attachment of the course syllabus reflecting the activity
    - 2.1.4. Include an attachment of the list of students and faculty involved
    - 2.1.5. Approval of the Dean
  - 2.2. Duly approved schedule of fees and appropriate budget breakdown by the College Dean properly secured and accounted for
  - 2.3. General Orientation to students
    - 2.3.1. Minutes and attendance of the briefing and consultation conducted to concerned students, faculty and stakeholders
    - 2.3.2. Itinerary and handy information materials (2 copies)
    - 2.3.3. Learning journals for students (2 copies)

## **Section 2. EXTRA-CURRICULAR ACTIVITY**

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1. The adviser / moderator shall write a letter noted by the Academic Coordinator requesting for the approval of the activity to the Dean of the College.
2. The Dean shall evaluate the activity in accordance with the department's schedule of classes and calendar of activities. After determining that all requirements have been fully satisfied, the Dean shall 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.

3. 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.
4. All other requirements and attachments in the letter of request for co-curricular activities shall apply.

### **Section 3. 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.

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

- A. Curricular: Educational Tours/Field Trips
  1. Visits to reputable firms or government sites and other areas identified by the concerned local government units (LGUs) safe for students;
  2. Culture and arts related activities such as visits to museums, cultural sites, landmarks and other related venues; or
  3. Plant industry visit, host training establishment visit, and other related visits.
  4. Participation and/or attendance in degree program-relevant events
  5. 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 4. 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:

### **1. International Educational Tours or Field Trips**

International educational tours or field trips shall be governed by CHED Memorandum Order No. 26, series of 2015.

### **2. 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 5. REQUIREMENTS**

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

### **1. Pre-Activity Requirements**

- 1.1. 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
- 1.2. Reservation for First-aid Kit from the University Clinic (duly accomplished and approved by the University Nurse)
- 1.3. Duly approved schedule of fees and appropriate budget breakdown by the College Dean properly secured and accounted for
- 1.4. Communication letter sent to partner institution and acknowledgement letter from the partner institution
- 1.5. Course syllabus reflecting the off-campus activity
- 1.6. Written consent from the parents or the legal guardian of each student
- 1.7. Medical Certificate from the University Physician
- 1.8. 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)

## 2. 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 conform 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 6. DETAILS OF THE PROCEDURE

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

**STEP 1:** Faculty-in-charge submits requirements to the Student Affairs Coordinator.

**STEP 2:** Student Affairs Coordinator checks the requirements.

If complete, proceed to Step 3.

If incomplete, returns documents to the department concerned.

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

**STEP 4:** Student Affairs Coordinator endorses documents for the approval of the University

President.

STEP 5: Student Affairs Coordinator endorses the following to 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; and
- e. Emergency Preparedness Plan.

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

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

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

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

STEP 10: Student Affairs Coordinator submits required documents to CHED

## **Section 7. 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.

## **Section 8. 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 8

## STUDENT ORGANIZATIONS

The university commits to the total human formation of the students. Thus the school recognizes the rights of students to freely organize among themselves. It shall be the right of the students to form and join university organizations for their wholistic development provided that the organization's objectives do not counterfeit the University's Mission and Vision and to CHED Order No. 4, Series of 1995.

## **Section 1. THE STUDENT BODY ORGANIZATION AND OTHER ORGANIZATIONS**

The Student Body Organization (SBO) shall be the highest governing body of the college. The SBO shall be given recognition as official representatives of the student body. The SBO shall have its own set of officers, elected and/or appointed. Calendar of activities and set of officers shall be submitted to the Office of the Student-Personnel Services (SPS) before the start of the school year.

1. The Student Body Organization (SBO) shall be the highest governing body of the college. All other sub-organizations of the college must submit to the SBO.
2. The Dean shall appoint an adviser for the SBO. The SBO adviser should be a regular and fulltime faculty, and sub-organization adviser shall be a full-time faculty of the college.
3. The adviser shall serve for a term of one (1) year and shall be renewed with the recommendation of the Dean and approval of the Office of the Student Personnel Services (SPS).
4. Responsibilities:
  - 4.1. Attends assemblies and meetings with the officers and members of the organization.
  - 4.2. Assists in the planning of the organization's activities for the school year
  - 4.3. Submits the yearly plan of activities and new set of officers to the SPS Office during the start of the school year
  - 4.4. Submits year-end financial statements and a report of accomplished activities to the SPS Office as part of the faculty clearance
  - 4.5. SBO shall open an account with the University's accredited bank for fund deposit.
  - 4.6. Drives the organization towards the pursuit of excellence.
5. Other student organizations, aside from the SBO, maybe recognized by the university upon approval of accreditation request submitted to the Office of the SPS.
6. Other student organizations must be recommended by any full time and regular personnel of the university.
7. Requirements for accreditation must be completed prior to establishing the organization.
  - 7.1. Requirements for Accreditation of Other Organization.
  - 7.2. Letter of Intent addressed to the Office of the Student-Personnel Services
  - 7.3. Bio-data of officers and/or initial members
  - 7.4. Constitution and By-laws
  - 7.5. Calendar of Activities
  - 7.6. Name of Adviser

8. Requirements for Re-Accreditation of Organization
  - 8.1. Evaluation Report of the Adviser and SPS
  - 8.2. Financial Statement for the School Year
  - 8.3. Biodata of New Set of Officers
  - 8.4. Calendar of Activities for the Next School Year
  - 8.5. Report on accomplished activities of the previous semester
9. Any other organization that may have been formed or organized without the approval of the University shall be considered alien and unauthorized, and the school disclaims any responsibility thereof.
10. Unauthorized or unrecognized organization is prohibited from carrying the name of the school or conducting its activity within the school.
11. 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 event.
12. 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.
13. Any organization is not allowed to hold an activity without the recommendation of the Adviser and approval of the Dean and the Office of the SPS.
14. 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.
15. 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.
16. 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.
17. Activities not included in the annual plan must be approved by the SPS Office through a proposal letter with the recommendation from the adviser and the dean.

## Section 2. STUDENT BODY ORGANIZATION ELECTION

The annual 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.

1. 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.
2. 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:
  - 2.1. The party must be registered with the SPS Office.
  - 2.2. The party must be "home grown"; that is, it is a party formed by the students themselves in the department where they belong.

- 2.3. 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.
3. 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.
4. Any violation of the regulations set forth by the COMELEC with the agreement by all party concern and to any provisions of the revised (2019) Student Handbook is a ground for disqualification of the party without prejudice to other case that maybe filed by school administration.

### **Section 3. CLUB AND ORGANIZATION POSTER POLICY**

1. Posters and other materials intended to inform must be forwarded to the SPS Office prior to posting. A letter addressed to the Director of the SPS shall be attached together with the poster.
2. All approved materials shall be posted only at designated bulletin boards only. No materials shall be posted on the walls, doors, windows, trees, classrooms, blackboards, and post without the approval of the SPS.
3. The poster must contain the complete information, such as: name of sponsoring group, date of the activity, venue of the activity, and its purpose.
4. Posters without the approval of the SPS Office and / or those posted on prohibited areas will be removed immediately.
5. The sponsoring group is responsible for removing the poster a day after the event.
6. Violation of this policy will be subject to the following sanctions:
  - 1st Offense -Written warning
  - 2nd Offense -Suspension of the privilege to post for the remainder of the semester
  - 3rd Offense -Cancellation of the organizations / club's accreditation / re-accreditation status and privileges



# ARTICLE 9

## CODE OF DISCIPLINE AND CONDUCT

The Liceo de Cagayan University Code of Discipline and Conduct provides structure of the rules and regulations for total human formation. It entails to improve character and values and to foster and develop a conducive learning and personal growth. A Licean is responsible for upholding the name of the University and is hereby expected, in their rights and in the performance of obligations, whether inside or outside the campus, to respect and act according to the profile of a Licean graduate. Upon enrollment, the student, together with the parents/ guardians, signifies the intent to understand, accept and abide by the rules and regulations of the school.

## Section 1. ATTENDANCE

1. Students are required to attend their scheduled classes and required activities of the University. Attendance is checked every class day beginning with the first day of class. Late enrollees and those who attend after the first day of class shall be marked absent for the day(s) missed.
2. Students 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.
3. Students absent from class must submit an excuse letter to be noted by the dean and the Office of the Student-Personnel Services . Excuse slip shall be secured from the Office of the Student-Personnel Service.
4. 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 from the subject.
5. Students who exceed the 15- minute allowance shall be marked absent.
6. 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.
7. 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.

## Section 2. IDENTIFICATION CARD

1. All bona fide students are issued University Identification Card at the start of the school year.
2. Students secure the prescribed the University ID thru the University Publishing Office.
3. The University ID card shall be validated every semester.
4. The University ID, together with the prescribed lace must be worn upon entering the campus, and worn at all times while inside the school premise.
5. Tampering with and/or using another student's ID, or allowing one's ID to be used by another student is a major offense and merit disciplinary action.
6. Any alteration of the University ID is considered a major offense.
7. Manufacturing/ use of falsified ID is prohibited and is considered a major offense.
8. Lost ID must be reported immediately to the Office of the Student-Personnel Services.
9. For replacement, the student must secure an affidavit of loss and file an application for ID

- Replacement at the Office of the Student-Personnel Services. Corresponding fees shall be applied.
10. Students maybe required to present University ID upon request by any personnel for any transaction in the University.

### **Section 3. PRESCRIBED UNIFORM**

1. All bona fide students are expected to wear the complete uniform during class days (except Wednesday) and on prescribed occasions set by the University.
2. Students are expected to wear uniform sewn according to specified University design using the official cloth; with black leather shoes and black socks for male, and black closed shoes for female.
3. The uniform must be worn properly on or off-campus. Wearing of such in inappropriate environment and in compromising acts shall be considered major offense.
4. Slippers, sandals, rubber shoes and the like are not allowed to be paired with the school uniform except for those differently abled individuals, and those who require special or medical attention.
5. Exemptions

#### **5.2. Practicum Student**

A student enrolled in Practicum may be exempted from wearing the uniform, provided the department submits information to the Student-Personnel Services.

#### **5.1. Working Student**

A working student may be exempted from wearing the uniform provided he/she submits the following requirements to the Office of the Student-Personnel Services; Certificate of employment, Valid identification card issued by the employer and letter of permission approved by the dean of the college

6. For subjects requiring to wear other set of uniforms allowed by the University (PE, NSTP), these shall only be worn according to schedule of class. PE and NSTP shirts may be worn during special activities upon the request of the instructor with the approval of the dean and Office of the Student-Personnel Services. They should be worn properly at all times.
7. In cases where other attire is required by the class, organization or department during a special occasion, letter of request with the dean's recommendation must be submitted to the Office of the Student-Personnel Services for approval.

### **Section 4. DRESS CODE**

1. Students who come to school on non-uniform or non-class days are expected to dress appropriately.
2. This code is applicable also to all members of the community (administrators, faculty, staff, parents and alumni) and non-members (visitors or guests). The University reserves the right to disallow entry of individuals who fail to observe this Dress Code.

## **Section 5. SAFETY AND SECURITY**

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1. All members of the community and non-members (visitors, guests) are subject to initial inspection upon entry to the University. This is facilitated by the Security and Safety officers of the University.
2. Each student is responsible for securing and taking care of his/her valuable while inside the school campus.
3. Students are expected to respect the privacy and property of all members of the University.
4. Tampering other's belongings is considered a serious offense and subject to disciplinary action.
5. Stealing or taking items from others without permission is considered a serious offense and subject to disciplinary action.
6. If an item is lost while inside the classroom, the student must report immediately to his teacher who shall conduct an initial investigation or inspection. The teacher then reports to the Prefect of Discipline in Office of the Student- Personal Services who shall also conduct the investigation in a close case.
7. If an item is lost outside the classroom, the student must immediately report the case to the Prefect of Discipline at the Office of the Student- Personal Services
8. For items found inside the school premise, these shall be turned over immediately to the Office of the Student- Personal Services. Lost and found items maybe claimed at the Office of the Student- Personal Services. Lost and found form shall be filled-out. Owners of lost items must present proof of ownership of item to be claimed.
9. Student should inform authorities about person and incidents which may threaten the safety and welfare of other students.
10. The University provides vehicle parking privilege as part of the services offered for the employees, students and concessionaires. Parking permits maybe revoked for the following reasons: parking in unauthorized areas; using another person's sticker; duplication or using fake stickers; repeated failure to display permit; violating traffic rules while inside the campus, and having items in the vehicle that violate Liceo U policies on alcohol, prohibited drugs and deadly weapons.

## **Section 6. USE OF UNIVERSITY NAME, SEAL AND LOGO**

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1. Liceo de Cagayan University community must treat with highest respect the name, seal and logo as identity marks.
2. No individual shall not use the name the University, seal and logo, in any activity (i.e., fair, seminar, fieldtrip, tour, contract, announcement, etc.) or on any manufactured item.
3. Any individual and organization who wanted to use the University's name, seal and logo must first seek authorization and approval from the President through writing.
4. The University reserves the right to institute disciplinary sanctions, to the extent of filing criminal and civil cases, for acts of immoral representations, foul and vulgar language and all other actions consciously and irresponsibly executed in all source of media. involving the use of university emblems, including the school uniform,

## **Section 7. CODE OF CONDUCT INSIDE AND OUTSIDE THE CAMPUS**

1. Students are expected to be of good conduct inside the classroom.
2. Students must respect and obey persons vested with authority and must likewise respect and consider the rights of their fellow students.
3. Students must 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.
4. Students must maintain the highest personal standard of academic performance.
5. Students must refrain from any open display of affection, such as, but shall not be limited to, embracing, kissing, and caressing.
6. Students must share in the responsibility of keeping the classroom clean and in turning off the lights and electric fans or air-conditioners.
7. Students are prohibited from using cellphone, smoking cigars or vape, littering, and eating inside the classroom.
8. 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.
9. 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.
10. 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. These maybe confiscated by the Prefect of Discipline and shall not be returned.
11. Glaring and striking hair color or dye for all students is strictly prohibited.
12. 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.
13. 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).
14. Smoking inside the campus and loitering in the alleys are prohibited.
15. Student organizations are prohibited from engaging in hazing (any physical or psychological suffering, harm, or injury) inflicted on a recruit, member, neophyte, or applicant for admission or continuing membership into the fraternity, sorority, or organization.
16. 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.
17. The school properties and equipment shall be used with utmost care.
  18. 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.
  19. Guidelines on anti-sexual harassment law, Republic Act 7877, are strictly observed. Punishment shall be in accordance to the administrative penalties.
  20. 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 10

## OFFENSES AND SANCTIONS

Sanctions are imposed for violations of the Code of Conduct. A disciplinary measure imposed to instill in the understanding that any act of misbehavior, willful violation, and/or defiance of lawful rules and regulations has no place in the University. Specifically, sanctions are intended to inculcate ideals of justice, respect for rules and authority and rectify unacceptable behavior to help strengthen the character of students, and protect the good name and reputation, both of the students and of the University. The power to impose sanction is reposed in the University Administration or its agents and shall be imposed only after due process has been observed.

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

FIRST OFFENSE	Written warning
SECOND OFFENSE	Written Reprimand; confiscation of the object and to be returned only to the parents or guardians of the student concerned after a dialogue with the Director for Student- Personnel Services
THIRD OFFENSE	Suspension; confiscation of the object
FOURTH OFFENSE	Expulsion

## Section 1. FIRST AND SECOND OFFENSE

1. Using vulgar and profane language;
2. Cursing anyone or making unnecessary noise or activity;
3. Displaying of intimate affection such as, but shall not be limited to, embracing, kissing, and caressing;
4. Smoking, littering, and eating inside the classroom;
5. 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
6. Sporting long hair, mustache, beard and whiskers;
7. Loitering in the alleys during class hours;
8. Non-wearing of school identification card;
9. Sporting a glaring and striking hair color/dye; and
10. Shouting or making unnecessary noise deliberately made to disrupt classes or the normal operations of the university.
11. Using cellular phones and other similar gadgets during class hours and in areas where they are prohibited.
12. Posters and other materials without approval from SPS is a violation.

## Section 2. THIRD OFFENSE

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

1. Using slanderous or defamatory language against anyone inside the university campus;
2. Bullying in any form which results damage to a person's identity and reputation; this includes violation of certain provisions of the Cybercrime Prevention Act of 2012 of the Republic of the Philippines as described in Appendix E of this handbook.

3. Unjustified refusal to obey reasonable orders and direction of the school authorities;
4. Gross and unreasonable disrespect for faculty members and other school officials;
5. Fighting or any unruly conduct that disturbs and disrupts the normal classroom activity or the peace and order of the university;
6. Holding of any unauthorized meeting, assembly, or discussion;
7. Reckless destruction of school property or the property of another student or university employee;
8. Entering the campus drunk or smoking within the school campus even if committed for the first time;
9. Gambling even if committed for the first time;
10. Wearing of earrings of a male student, a nose ring, or eyebrow ring inside the school campus;
11. Misrepresenting other student by using the latter's school identification card for any transaction within the university;
12. Commission for the third time of the following prohibited acts:
  - 11.1. Using vulgar, profane or dirty language;
  - 11.2. Cursing anyone or making unnecessary noise or activity;
  - 11.3. Displaying of intimate affection such as, but shall not be limited to, embracing, kissing, and caressing;
  - 11.4. Smoking, littering, and eating inside the classroom;
  - 11.5. 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;
  - 11.6. Sporting long hair, mustache, beard and whiskers;
  - 11.7. Loitering in the alleys during class hours;
  - 11.8. Non-wearing of school identification card;
  - 11.9. Sporting a glaring and striking hair color/dye; and
  - 11.10. Shouting or making unnecessary noise deliberately made to disrupt classes or the normal operations of the university.
  - 11.11. Using cellular phones and other similar gadgets during class hours and in areas where they are prohibited.
12. 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 3. FOURTH OFFENSE**

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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).

1. Possession or under the influence of liquor or dangerous drugs;
2. Bringing of deadly weapons inside the campus;

3. Gross and unreasonable disrespect for school authorities committed for the second time;
4. Gross dishonesty and caught in the act of cheating in class;
5. Fraudulent use of University or student funds;
6. 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;
7. Falsification, alteration, forgery, tampering, or unauthorized use of school records, identification cards forms and any other documents; this also includes misinterpretation, such as, but not limited to, borrowing someone else's ID, exam permit, uniform;
8. Theft and acts of vandalism committed in the university premises;
9. 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;
10. 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;
11. Indecent advances to any student or school personnel and display of lewd designs;
12. Instigating, leading, or participating in concerted activities causing disruption of classes and other school-related activities;
13. Threatening and preventing students or faculty members and school authorities from discharging their duties or from attending classes and entering the school premises;
14. Recidivism or having been suspended for the third time for any of the acts enumerated under Article 10, Section 3 hereof;
15. Intentional destruction of school property or the property of another student or university employee;
16. Conviction of any criminal offense;
17. 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 4. 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.

1. Possession of liquor with or without the intent of consuming it inside the school campus
2. Cigarettes used in the actual smoking
3. Dangerous drugs
4. Deadly weapons
5. Falsified, altered, forged, or tampered documents, record, or materials
6. Stolen items
7. Articles used in gambling;
8. Earrings worn by a male student, a nose ring, or eyebrow ring worn by any student

9. 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 5. 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  |
| Members :  | 1. Dean of Department concerned<br>2. Director for Guidance and Placement<br>3. University Registrar<br>4. Prefect of Discipline and Student Affairs Coordinator<br>5. Senior Faculty Representative from the Department<br>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 6. PROCEDURE

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### Cases Involving Acts Punishable by Warning and Reprimand

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.
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.
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.
4. The records of each of the enrolled students who were issued with warning or reprimand shall be maintained in the office of SPS.

### Cases Involving Acts Punishable by Suspension and Expulsion

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.
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.
3. The Director of SPS 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.
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.

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.
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.
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 7. 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.

## **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 2019 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.



**DR. MARIANO M. LERIN, CPA**  
**President**

## **APPENDICES**

### **List of Government Regulations and Other References**

#### **APPENDIX A - REPUBLIC ACT NO. 7877**

Anti-Sexual Harassment Act of 1995

AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES.

[https://pcw.gov.ph/sites/default/files/documents/laws/republic\\_act\\_7877.pdf](https://pcw.gov.ph/sites/default/files/documents/laws/republic_act_7877.pdf)

#### **APPENDIX B - REPUBLIC ACT NO 9165**

Comprehensive Dangerous Drugs Act of 2002

AN ACT INSTITUTING THE COMPREHENSIVE DANGEROUS DRUGS ACT OF 2002, REPEALING REPUBLIC ACT No. 6425, OTHERWISE KNOWN AS THE DANGEROUS DRUGS ACT OF 1972, AS AMENDED, PROVIDING FUNDS THEREFORE, AND FOR OTHER PURPOSES.

<http://pdea.gov.ph/images/Laws/RA9165.pdf>

#### **APPENDIX C - REPUBLIC ACT NO. 9710**

An Act Providing for the Magna Carta of Women [https://pcw.gov.ph/sites/default/files/documents/laws/republic\\_act\\_9710.pdf](https://pcw.gov.ph/sites/default/files/documents/laws/republic_act_9710.pdf)

#### **APPENDIX D - REPUBLIC ACT NO. 10627**

Anti-Bullying Act of 2013

AN ACT REQUIRING ALL ELEMENTARY AND SECONDARY SCHOOLS TO ADOPT POLICIES TO PREVENT AND ADDRESS THE ACTS OF BULLYING IN THEIR INSTITUTIONS

<https://www.officialgazette.gov.ph/2013/09/12/republic-act-no-10627/>

[https://www.ceap.org.ph/upload/download/20143/492219588\\_1.pdf](https://www.ceap.org.ph/upload/download/20143/492219588_1.pdf)

#### **APPENDIX E - REPUBLIC ACT NO 10175**

Cybercrime Prevention Act of 2012

AN ACT DEFINING CYBERCRIME, PROVIDING FOR THE PREVENTION, INVESTIGATION, SUPPRESSION AND THE IMPOSITION OF PENALTIES THEREFOR AND FOR OTHER PURPOSES

[https://www.doj.gov.ph/files/cybercrime\\_office/RA\\_10175-Cybercrime\\_Prevention\\_Act\\_of\\_2012.pdf](https://www.doj.gov.ph/files/cybercrime_office/RA_10175-Cybercrime_Prevention_Act_of_2012.pdf)

#### **APPENDIX F - REPUBLIC ACT NO. 10173**

Data Privacy Act of 2012

AN ACT PROTECTING INDIVIDUAL PERSONAL INFORMATION IN INFORMATION AND COMMUNICATIONS SYSTEMS IN THE GOVERNMENT AND THE PRIVATE SECTOR, CREATING FOR THIS PURPOSE A NATIONAL PRIVACY COMMISSION, AND FOR OTHER PURPOSES

<https://www.privacy.gov.ph/wp-content/uploads/IRR-of-the-DPA.pdf>

## **APPENDIX G - REPUBLIC ACT NO. 11036**

### **Mental Health Act**

AN ACT ESTABLISHING A NATIONAL MENTAL HEALTH POLICY FOR THE PURPOSE OF ENHANCING THE DELIVERY OF INTEGRATED MENTAL HEALTH SERVICES, PROMOTING AND PROTECTING THE RIGHTS OF PERSONS UTILIZING PSYCHIATRIC, NEUROLOGIC AND PSYCHOSOCIAL HEALTH SERVICES, APPROPRIATING FUNDS THEREFOR, AND FOR OTHER PURPOSES

[https://www.doh.gov.ph/sites/default/files/health\\_advisory/IRR%20of%20RA%2011036.pdf](https://www.doh.gov.ph/sites/default/files/health_advisory/IRR%20of%20RA%2011036.pdf)

[https://www.ceap.org.ph/upload/download/20143/492219588\\_1.pdf](https://www.ceap.org.ph/upload/download/20143/492219588_1.pdf)

## **APPENDIX H - REPUBLIC ACT NO 11053**

### **Anti-Hazing Act of 2018**

AN ACT PROHIBITING HAZING AND REGULATING OTHER FORMS OF INITIATION RITES OF FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS, AND PROVIDING PENALTIES FOR VIOLATIONS THEREFORE

<https://www.officialgazette.gov.ph/downloads/2018/06jun/20180629-RA-11053-RRD.pdf>

## **APPENDIX I - REPUBLIC ACT NO. 8049**

AN ACT REGULATING HAZING AND OTHER FORM OF INITIATION RITES IN FRATERNITIES, SORORITIES, AND ORGANIZATIONS AND PROVIDING PENALTIES THEREFORE

<https://www.officialgazette.gov.ph/downloads/2018/06jun/20180629-RA-11053-RRD.pdf>

## **APPENDIX J - CHED 2008**

### **MANUAL OF REGULATIONS FOR PRIVATE EDUCATION**

<https://ched.gov.ph/wp-content/uploads/2017/07/Manual-of-Regulations-for-Private-Higher-Education.pdf>

## **APPENDIX K - CMO No. 22, Series of 2013**

REVISED POLICIES, STANDARDS AND GUIDELINES ON STUDENT INTERNSHIPS

<https://ched.gov.ph/wp-content/uploads/2017/10/CMO-No.-22-s2013.pdf>

## **APPENDIX L - CMO No. 26, Series of 2015**

POLICIES, GUIDELINES AND PROCEDURES ON INTERNATIONAL EDUCATION TRIPS (IET) OF UNDERGRADUATE AND GRADUATE STUDENTS

<https://ched.gov.ph/wp-content/uploads/2017/10/CMO-no.-26-s.-2015.pdf>

## **APPENDIX M - CMO No. 63, Series of 2017**

POLICIES AND GUIDELINES ON LOCAL OFF-CAMPUS ACTIVITIES.

<https://ched.gov.ph/wp-content/uploads/2017/10/CMO-63-s-2017.pdf>

## **APPENDIX N - Executive Order 285, Series of 2000**

CONSOLIDATED IMPLEMENTING GUIDELINES ON THE ENTRY AND STAY OF FOREIGN STUDENTS IN THE PHILIPPINES.

<https://ched.gov.ph/>

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## ♦ UNIVERSITY MEMBERSHIPS ♦

- University Mobility of Asia and Pacific (UMAP) Philippines
- South East Asian Association for Institutional Research (SEAAIR)
- Association of Southeast Asia Institutions of Higher Learning (ASAIHL)
- PILA Cross Ref USA for Digital Object Identifier (DOI)
- Goethe-Institut Philippinen
- Hanns Seidel Foundation
- Commission on Higher Education (CHED)
- Philippine Association of Colleges and Universities Commission on Accreditation (PACUCOA)
- Philippine Association of Colleges and Universities (PACU)
- Northern Mindanao Consortium for Health Research and Development (NorMinCOHRD)
- Northern Mindanao Consortium for Aquatic and Agriculture Resources Research and Development (NOMCAARRD)
- Northern Mindanao Consortium for Industry, Energy and Emerging Technology Research and Development (NORMINCIEERD)
- Association of Private Secondary School in Cagayan de Oro and Misamis Oriental (APSSCOMOR)
- Philippine Association for Teachers and Educators Region X (PAFTE X)
- Philippine Association of Graduate Education (PAGE)
- Private School and School Administrator Association of the Philippines (PRISSAP)
- Cagayan de Oro Hotel and Restaurant Association (COHARA)
- Private Schools Athletic Association (PRISAA)

# CENTER OF DEVELOPMENT



Information Technology



Radiologic Technology

Radiologic Technology  
2019 BEST RT SCHOOL  
IN THE PHILIPPINES



**Liceo U**  
Committed to Total Human Formation

The only institution in the country accredited as  
Center of Development in Radiologic Technology  
by the Commission on Higher Education.

PACUCOA Accredited Programs	Level
NURSING	Level IV Reaccredited
MASTER in MANAGEMENT	Level IV Accredited
MASTER of ARTS in NURSING	Level IV Accredited
LIBERAL ARTS	Level IV
BUSINESS ADMINISTRATION	Level IV
ELEMENTARY EDUCATION	Level III Reaccredited
SECONDARY EDUCATION	Level III Reaccredited
BIOLOGY	Level III Reaccredited
PSYCHOLOGY	Level III Reaccredited
DOCTOR IN MANAGEMENT	Level II First Reaccredited
RADIOLOGIC TECHNOLOGY	Level II First Reaccredited
INFORMATION TECHNOLOGY	Level II First Reaccredited
HIGH SCHOOL	Level II Reaccredited
ELEMENTARY	Level II Reaccredited
TOURISM	Level II
ACCOUNTANCY	Level II
MASTER OF ARTS IN EDUCATION	Level I
PHYSICAL THERAPY	Level I
MEDICAL TECHNOLOGY	Level I
CRIMINOLOGY	Level I
PHARMACY	Level I

# LICEO U ACADEMIC PROGRAM OFFERINGS

## Post Graduate & Graduate Degrees

- Doctor of Medicine
- Doctor in Education
  - Major:
    - Leadership and Management Early Childhood Education
- Doctor in Management
  - Major:
    - Leadership & Organization Human Resource Management
    - Advanced Health Care Administration
- Master in Management
  - Major:
    - Management Engineering Business Management
    - Human Resource Management Public Management
    - Environmental Planning and Management
    - Information Technology Management
    - Instructional Systems Management
    - Health Care Management
- Master of Science in Information Technology
- Master of Music
  - Major in Music Education Performance
- Master in Business Administration
- Master in Local Governance
- Diploma in Local Governance
- Master of Arts in Nursing/ Master in Nursing
  - Major:
    - Nursing Administration Service Psychiatric Nursing
    - Medical Surgical Nursing Maternal & Child Nursing
    - Community Health Nursing
- Master of Arts in Education
  - Major:
    - Special Education Mathematics Teaching
    - Early Childhood Education Social Sciences Teaching
    - Health Personnel Education General Science Teaching
    - Sports & Physical Education English Language Teaching
    - Organization & Management

## Law

- Bachelor of Laws

## Arts and Sciences

- Bachelor of Arts in
  - Communication Economics Political Science
  - International Studies Literature
- Bachelor of Science in
  - Psychology Biology
- Bachelor of Library and Information Science

## Education

- Bachelor of Secondary Education
  - Major in English Mathematics Social Studies
  - Filipino Science
- Bachelor of Elementary Education
- Bachelor of Special Needs Education
- Bachelor of Early Childhood Education
- Bachelor of Physical Education

## Criminal Justice

- Bachelor of Science in Criminology

## Conservatory of Music, Theater and Dance

- Bachelor of Music in
  - Composition Theater
  - Orchestral Conducting Choral Conducting
- Bachelor of Music in Performance
  - Major:
    - Piano Guitar Voice
    - Wind Percussion/ Timpani Strings
    - Brass
- Bachelor of Music in Pedagogy
  - with Emphasis in
  - Piano Guitar Voice Strings
  - Wind Percussion/ Timpani Violin
  - Brass
  - Dance

## Health-Related Courses

- Bachelor of Science in
  - Nursing Occupational Therapy
  - Pharmacy Radiologic Technology
  - Physical Therapy Medical Laboratory Sciences

## Engineering

- Bachelor of Science in
  - Civil Engineering Electrical Engineering
  - Electronics Engineering Computer Engineering
  - Industrial Engineering

## Information Technology

- Bachelor of Science in Information Technology
- Associate in Computer Technology

## Business and Accountancy

- Bachelor of Science in Business Administration
  - Major:
    - Financial Management Marketing Management
    - Operations Management
    - Human Resource Development Management
- Bachelor of Science in
  - Accountancy Management Accounting
  - Real Estate Management Tourism Management
  - Hospitality Management
  - Hotel, Restaurant and Institution Management

## ETEEAP

Expanded Tertiary Education Equivalency and Accreditation Program

- Bachelor of Science in Business Administration
  - Major:
    - Financial Management Marketing Management
    - Human Resource Development Management
- Bachelor of Arts
  - Communication Economics Literature
  - Political Science International Studies
  - Performing Arts
  - Major in English Literature, Dance, Music and Theater

## Basic Education

- Senior High School
- Junior High School
- Grade School
- Pre-School and Kindergarten



**LICEO DE CAGAYAN UNIVERSITY**

Rodolfo Neri Pelaez Blvd., Kauswagan, Cagayan de Oro City, Philippines 9000



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