



# College Student Handbook

## Edition 2023-2024

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Granted Autonomous Status by the Commission on Higher Education  
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## HISTORY

### The Early Years

In June 1933, Holy Angel Academy (HAA) opened its doors to a modest group of 78 high school students in the Holy Rosary Parish Convent. It was initiated through the joint efforts of the late Don Juan D. Nepomuceno, a known philanthropist/ prominent businessman and Fr. Pedro P. Santos, then parish priest of the town of Angeles and later Archbishop of Nueva Caceres. Its primary purpose was to offer Catholic education in the secondary level, which was the felt need of the community at that time. It was organized as a non-stock, non-profit corporation oriented towards service to the community.

The founders employed the able leadership of Ricardo V. Flores, an energetic educator from Pagsanjan, Laguna whose efforts, commitment and perseverance brought forth in two months the opening of a complete secondary school and the issuance of government recognition in February 1934. Consequently, the Holy Angel Academy (HAA) became the first Catholic co-educational high school run by laypersons with the First Friday devotion to the Sacred Heart of Jesus, as its initial signature landmark. By 1940, HAA moved from the Parish Convent to its first building (present Don Juan D. Nepomuceno Building or DJDN Building) to accommodate its expanding enrollment.

When World War II broke out, classes were suspended and resumed only in 1945. On May 8, 1947 the Academy was given new government recognition for its General Secondary Education Program. In the school year 1947-48, the Evening High School Program started to provide educational opportunities for working students, particularly the employees in Clark Air Force Base. Likewise, the tertiary department was established with the 2-year Junior Normal College or Elementary Teacher's Certificate (ETC) as its initial program in response to the growing need for teachers in public schools. This program continued operating until 1963, when it was converted to a 4-year Normal College or the Bachelor of Science in Elementary Education (BEED) that was granted government recognition on February 11, 1955, this program continued operating until 1963, when it was converted to a 4-year Collegiate Normal Course of the Bachelor of Science in Elementary Education (BSEEEd).

In 1948, the College of Commerce opened with a program, Bachelor of Science in Commerce whose government recognition was issued on December 3, 1951 or upon graduation of its first twenty-three (23) students. In 1955, the Academy offered the 2-year Associate in Arts (also known as Preparatory Law Course) which was later converted into a 4-year Liberal Arts (or Bachelor of Arts) that was granted government recognition on May 18, 1960.

## From Academy to University

In 1960, the elementary department was opened. More collegiate courses were also offered like the 1-year and 2-year Secretarial courses in 1961 and the two- year pre-engineering course in 1962. In the ensuing years, the latter was expanded to the complete programs Civil Engineering (August 13, 1968), Electrical Engineering (September 11, 1969), Mechanical Engineering (September 11, 1969) and Management and Industrial Engineering (March 17, 1986).

On December 6, 1961, the academy became Holy Angel College (HAC) with Don Juan D. Nepomuceno as the first President. Under the leadership, and the able assistance of his son, Mr. Geromin G. Nepomuceno, the school experienced a revitalized management that led to the construction of buildings and the adoption of the fiscal policy, which opened new possibilities for further growth and expansion. The latter assumed the presidency in 1973 to continue the pursuit of making the school one of the best Catholic educational institutions in the country, particularly in Central Luzon. In 1975, he was succeeded by Dr. Ricardo V. Flores, who held the leadership position until 1980.

During this period, the school also addressed the call of the government for courses responsive to the needs of the community, in particular, and the nation, in general. It offered Graduate Programs in Education in 1965 that earned government recognition on October 30, 1970. In 1974, the Department of Vocational/Technical Education was established in response to the nation's Manpower Development Program through the introduction of the National College Entrance Examination (NCEE). This department offered courses in Industrial Electricity, Refrigeration and Air-conditioning, Radio Electronics, Automotive Mechanics, and Machine Shop Practice.

Realizing the significance of the unprecedented growth of the College, the administration applied for a university status, which it attained on December 4, 1981. Engr. Mamerto G. Nepomuceno was installed as first University President on March 8, 1982. On the same occasion, Archbishop Oscar V. Cruz of the Archdiocese of San Fernando Pampanga, proclaimed Holy Angel University a Catholic University. The achievement of graduates in various licensure examinations, scholarship opportunities and affordable fees led to the continuous growth of student enrolment that peaked at 27,000 in SY 1983-1984.

## Quest for Quality and Excellence

On August 12, 1985, Sister Josefina G. Nepomuceno of the Congregation of Missionary Benedictine Sisters of Tutzing was installed as Second University President. Under this new leadership, the professional dimension of the University was pursued with vigor and its Catholic character given greater and renewed emphasis. The collegiate programs not only grew in number but also in quality when submitted for accreditation. The curricular offerings added in the undergraduate

level from 1985 to 1994 were AB majors in Sociology and Religious Studies, Associate Programs in Computer Science and Theater Arts; BS in Accountancy; BSBA major in Small Business Management/Entrepreneurship; BSED majors in Values Education, PE Health and Music and Library Science; BS in Electronics and Communications Engineering; and Associate in Computer Secretarial and Medical Secretarial. In the graduate school level, Master of Business Management and Master of Public Administration were added in 1994 while the areas of specialization in the Master of Arts Program were expanded, such as: College Teaching, English Teaching, Mathematics and Library Science.

The Center for Research, Measurement and Evaluation as well as the Institute of Small-Scale Industries and Enterprise Resource Center were established to articulate the University's thrust towards research and community service.

On August 30, 1993, the Liberal Arts, Business Administration, Education and Engineering Programs were conferred Level I Accreditation by the Philippine Accreditation by the Philippine Accrediting Association of Schools, Colleges and Universities. The following year, the elementary school was completely phased out after 34 years of existence.

On June 30, 1995, the programs in the Colleges of Arts and Sciences, Business and Accountancy, Education, and Engineering attained FAAP second level accreditation status through the Philippine Association of Accredited Schools Colleges and Universities (PAASCU). Thus, Holy Angel became the first and only University in Central Luzon accredited by PAASCU.

In the same year, Sr. Josefina ended her 10-year term as President with Mrs. Bernadette M. Nepomuceno as successor. The latter's administration saw reforms in structure as well as operations that sustained and expanded the University's quest for academic excellence. The said thrust was marked by new as well as upgraded curricular programs and awards of distinction. The areas of specialization in BS Business Administration and BS Secretarial Administration were expanded to include among others Hotel and Restaurant Management, Management Information System and Tourism. The Doctor of Philosophy in Management was initially offered in the school year 1995-96 while the Accountancy degree was upgraded into a 5-year program in the school year 1997-98. The University's teacher-training programs were further enriched with the establishment of the Laboratory Elementary School in 1997.

On August 6, 1999, the programs in the Colleges of Arts and Sciences, Business and Accountancy, Education and Engineering were re-accredited by PAASCU. The Electrical and Industrial Engineering programs were conferred Center of Development Level II status by the Commission of Higher Education (CHED) that paved the way for the offering of Master in Engineering in school year 2001-02. Likewise offered were Doctoral in Business Management, Doctor of Philosophy in Educational Management, BS Psychology, BS Computer Science, BS Information

Technology, and BSEd Physical Education with specialization in Golf Sports which were added the following school year. On October 22, 2001, CHED listed the University as one of the top 52 tertiary educational institutions in the country effectively conferring on it a deregulated status.

In 2002, the University also hosted the First International Conference on Kapampangan Studies and established the Juan D. Nepomuceno Center for Kapampangan Studies to preserve, study, and promote Kapampangan cultural and historical heritage.

In school-year 2003-2004, the University revisited its mission and vision where all stakeholders agreed to rededicate commitment to accessible quality education, academic excellence, community linkages and the promotion of local history and culture. Responding to popular demand, it offered Nursing, Architecture, and Computer Engineering. It also initiated sweeping improvement in physical plant with the construction of Mamerto G. Nepomuceno Hall, St. Gabriel and St. Raphael, the Chapel of the Holy Guardian Angel, Café Juan, food courts, courtyard, and JDN Annex.

CHED further elevated the University to autonomous status on October 27, 2003 thus, acknowledging its academic leadership in Region 3. On January 31, 2006, PAASCU conferred the Level III accreditation status on the following programs: Accountancy, Arts and Sciences, Business Administration, Education and Engineering (Civil, Electrical, Industrial and Mechanical). Holy Angel University is one of the few institutions in the country that has attained such status.

In December 2005, the High School Program had its preliminary survey visit by PAASCU. The program was conferred Level 1-Candidate Status on May 31, 2006. This development pushed the High School Program to implement the Career Preparatory Program as an innovation of the Basic Education Curriculum prescribed by the Department of Education. The Program aims to prepare students not only for college education, but for employment or entrepreneurial endeavors.

On August 12, 2006, Dr. Arlyn Sicangco-Villanueva succeeded Mrs. Nepomuceno as the eighth President. The President of the Republic, Gloria Macapagal Arroyo, administered the oath of office to Dr. Villanueva on February 1, 2007. The new administration initiated reforms and innovations in organization, operations, services, curricula, campus development and research, and has made international accreditation its flagship. Dr. Villanueva has also vowed to keep alive the founder's dream of making Holy Angel University the best school in Central Luzon anchored on the three E's: Evangelization, Excellence, and Economy.

During Dr. Villanueva's term from 2006 to 2014, the Commission on Higher Education recognized the University as Center of Development in Information Technology (2007), Business Administration (2007), Teacher Education (2008), Hotel and Restaurant Management (2009). During her term, PAASCU also conferred Level I accreditation status to High School Program (2008) and Computer Engineering Program (2013); Level II-accredited status to the High School Program (2012) and Hospitality Management programs (2012); Level III accreditation to the Electronics and Communications Engineering program.

New programs offered during her term were identified as part of the strategic planning processes and submitted for BOT approval once feasibility studies signaled the potential viability of the course. These new programs included: Undergraduate Programs – BS in Accounting Technology (2009), BS in Criminal Justice Education with Forensic Program (2009), BS in Aeronautical Engineering (2009), BSBA in Legal Management (2009), BS in Events Management (2011), and BS in Radiological Technology (2012), BS in Medical Technology (2013); and Graduate Programs - Master of Science in Electronics and Communications Engineering (2008), Master in Information Technology (2008), and Certificate of Public Administration and Governance (2008), Master in Special Education (2009), Master in Education, Major in Teaching Filipino (2010), MS in Hotel and Restaurant Management (2010), MS in Nursing (2010), Doctor in Technology (2010), MS in Health Services Administration (2011), Doctor of Philosophy in Nursing Education major in Educational Leadership and Management (2011), MS in Psychology (2012), and Master in Education major in Religious Education (2013).

The University's bid for international accreditation which began in school year 2005-06 was realized when the International Assembly for Collegiate Business Education (IACBE) conferred on the University on April 4, 2008, in Newport Beach, California, the Specialized Accreditation of the business and business-related programs of the College of Business and Accountancy including the Master of Business Management program of the Graduate School of Business.

In recognition of its accomplishments, adherence to quality assurance and commitment to public responsibility as a higher educational institution, CHED granted the University the Autonomous Status for the period March 11, 2009 to March 30, 2014.

March 8, 2008 marked the opening of the Diamond Jubilee year with the blessing of the San Francisco de Javier Building, which houses the state-of-the-art University Library and the University Theater, which is considered by critics and performers as among the best in the country, as the highlights.

The university undertook a major upgrading of computer facilities and operations by launching an integrated information system, CAMPUS++. It also embarked on a massive campus development that eventually resulted to the construction of the Chapel of the Holy Guardian Angel, the St. Joseph Hall, the University Boulevard, the University Main Entrance, the Peter G. Nepomuceno Center for Professional Development, and the S. Josefina Nepomuceno Formation Center. On April 2, 2009, the University formally closed the celebration of the 75<sup>th</sup> Founding Anniversary with the launching of the book, Destiny and Destination: The Extraordinary Story and History of Holy Angel University 1933 – 2008, and the dedication of the Main Building to Don Juan Nepomuceno.

For three successive years, the University conferred its first honorary doctorates on the country's top technocrats: Manuel V. Pangilinan in 2009, Washington SyCip in 2010 and Jaime Augusto Zobel de Ayala in 2011. The University also conferred honorary doctorates to the Magsaysay awardees for Education, Christopher and Ma. Victoria Bernido (2012); His Excellency Luis Antonio Gokim Cardinal Tagle (2013); and Amando Maglalang Tetangco, Jr., Governor of the BangkoSentral ng Pilipinas and Chairman of the Monetary Board (2014).

The University has also institutionalized the following awards: the Order of St. Michael the Archangel (for contribution to Catholic lay education), the Order of St. Gabriel the Archangel (for achievement by an alumnus), the Order of St. Raphael the Archangel (for contribution by a former employee), the LausDeo Semper Award (for community service), and the Juan D. Nepomuceno Cultural Awards (for research and scholarship and arts and culture).

On June 8, 2012, the University inaugurated the St. Martha Hall, the first dormitory of HAU inside the campus which was further expanded with additional dormitory rooms at the Plaza de Corazon Building.

On March 19, 2015, the University formally opened the S. Josefina G. Nepomuceno Formation Center which houses the offices of the Institute of Christian Formation and Social Integration and retreat and formation facilities.

Dr. LuisMaría. R. Calingo began his term as the University President on June 1, 2015, taking over from Engr. Geromin T. Nepomuceno, Jr. who served as the Acting President upon the resignation of Dr. Villanueva in June 2014. Dr. Calingo was formally installed as University President on February 12, 2016.

Dr. Calingo immediately worked with key stakeholders of the University in reviewing and setting the guiding premises for the strategic term (SY 2015-2020) that resulted in a revised Vision Mission, and Values that were further operationalized into institutional learning outcomes, a core values blueprint, towards achieving four strategic objectives - academic quality and organizational excellence, an authentic instrument for countryside development, a great university to work for, and a role model for Catholic mission and identity. The plans of clusters and organizational units were aligned to these four strategic objectives and progress in accomplishing these objectives are tracked via a total of 24 performance measures that comprise HAU's institutional level Balanced Scorecard. Dr. Calingo has also shared with the management staff and with the HAU community his leadership philosophy – the Leadership System and Continuous Improvement Cycle which shall also serve as the administrators' guide in governing the various units' operations. In pursuit of these strategic objectives for SY 2015-2016, the University has been conferred by CHED with an Autonomous Status to expire in May 31, 2019 and with Centers of Development in Teacher Education, Business Management and Industrial Engineering. In support of the Philippine Basic Education Reform, it offered Senior High School with more than 1,600 students enrolled in its four track

Towards establishing HAU as a Great University to Work For, it had successfully concluded its Collective Bargaining Agreement with the Holy Angel University Teachers and Employees Union to be effective in SY 2016-2019. A systematic review of compensation and benefits and workforce satisfaction and engagement using third-party survey administrators has identified strengths and areas for improvement. The Doctoral Forgivable Loan Program and the Catastrophic Leave Donation Program are improvements in benefits that Dr. Calingo initiated.

HAU is the largest Catholic college and is the only one in the Asia-Pacific region that has been included in the 2016 Newman Guide which provides key information on Catholic colleges recommended by the Cardinal Newman Society for its visible commitment to faithful Catholic education.

To further ensure optimal alignment of the functions of the university offices, various units underwent reorganization with the creation of the Office of Institutional Effectiveness - the umbrella organization for accreditation, quality assurance in both academic and nonacademic areas, institutional research and planning, and the development of an institutional database for quality and accreditation maintenance. The Treasury Office and International Affairs Office were also re-aligned with the President's Cluster.

For the academic units, the phased vertical integration of the undergraduate and graduate programs resulted in the creation of the School of Arts and Sciences, School of Education, and School of Business and Accountancy.

**Laus Deo Semper!**

## HOLY ANGEL UNIVERSITY

### Faithful Catholic Education

Declared as a Catholic University in 1982 by the Archdiocese of San Fernando, Pampanga, Holy Angel University makes clear its Catholic nature and character. Its identity and mission are guided by the Apostolic Constitution on Catholic Universities – Ex corde Ecclesiae and the Declaration on Christian Education Gravissimum educationis and other relevant ecclesiastical documents.

Born from the heart of the Church as laid out in Ex corde Ecclesiae, the University fully recognizes its existence as an academic community which, in a rigorous and critical fashion, assists in the protection and advancement of human dignity and of a cultural heritage through research, instruction and the various services it offers. Academic disciplines and Catholic intellectual heritage at the best possible level can help in integrating faith and reason.

It fully acknowledges that to be a Catholic University, it must bear the following four essential characteristics:

- a. Christian inspiration not only of individuals but of the entire university community.
- b. Fidelity to the message of Christ as it comes through the Church;
- c. An institutional commitment to the service of the people of God and of human family;
- d. A continuing reflection in the light of faith upon the growing treasury of knowledge to which it seeks to contribute by its own research.

Called to imbue the spirit of the Gospel in daily life and to act upon the principles of the University's identity and mission and core values, each member of the faculty, staff, and administration, regardless of religious affiliation, is to be informed of the Catholic identity of the university and has the responsibility and is expected at the time of his/her appointment to promote or at least respect that identity. Catholic teachers are to be faithful and all other teachers are to respect Catholic doctrines and morals in their conduct of research and teaching. Catholic theologians, having received mandate from the Church, are to be faithful to the Magisterium of the Church. Non-Catholic members of the institution shall collaborate and share in its Catholic vision on important social, moral and ethical issues. (cf. Ex corde Ecclesiae, Article 4).

The University is to produce well-trained students animated by the spirit of Christ. As Ex corde Ecclesiae and Gravissimum educationis state, education of students shall combine academic and professional development with formation in moral and religious principles and that courses in Catholic doctrines and catechetical instruction are to be made available to all students. Lay and religious should be competent and find the most suitable methods of education. They shall give abiding spiritual and intellectual assistance to the youth. The University shall foster a spirit of mutual understanding and shared responsibility by families, teachers and other stakeholders. All these leading students strive to excel in the pedagogy, motivated to evaluate moral values with right conscience and their call to being witnesses to Christ wherever they may exercise their respective profession.

The University also recognizes the academic freedom of scholars in each discipline in accordance with its own principles and proper methods and within the confines of the truth and the common good. In the context of Catholic education, academic freedom is however not to be taken as an absolute right. Even teachers are called to search for truth wherever careful analysis of evidence may lead them, but they should also take into consideration that any appeal to the principle to justify positions that contradict the faith and teaching of the Church would obstruct or even betray the university's identity and mission.

The University provides a values-based education that informs the development of ethical judgment and behavior and seeks to develop ethical and responsible students, employees, staff and graduates committed to the common good.

This commitment is expected to be reflected in: (1) valuing and promoting a culture of life; (2) upholding the sanctity of marriage between one man and one woman in the Sacrament of Matrimony; (3) taking a public position that is in keeping with the teachings of the Catholic Church; (4) advancing the social teachings of the church leading to care and preservation of the environment, upliftment of human dignity and dignity of work and preferential option for the poor and the vulnerable; and (5) demonstrating inside and outside the school a life that is consistent and compatible with the values and teachings of the Catholic Church.

References:

Pope John Paul II. Ex corde Ecclesiae: On Catholic Universities.  
Vatican City: Liberia EditriceVaticana, 1990  
([http://w2.vatican.va/content/john-paul-ii/en/apost\\_constitutions/documents/hf\\_jp-ii\\_apc\\_15081990\\_ex-corde-ecclesiae.html](http://w2.vatican.va/content/john-paul-ii/en/apost_constitutions/documents/hf_jp-ii_apc_15081990_ex-corde-ecclesiae.html))

Vatican Council II. Declaration on Christian Education: GravissimumEducationis. Vatican City, 1965 ([http://www.vatican.va/archive/hist\\_councils/ii\\_vatican\\_council/documents/vat-ii\\_decl\\_19651028\\_gravissimum-educationis\\_en.html](http://www.vatican.va/archive/hist_councils/ii_vatican_council/documents/vat-ii_decl_19651028_gravissimum-educationis_en.html))

## **Mission**

To offer accessible quality education that transforms students into persons of conscience, competence, and compassion. All these we shall do for the greater glory of God.

## **Vision**

To become a role-model catalyst for countryside development and one of the most influential, best-managed Catholic universities in the Asia Pacific region.

## **Core Values**

### Christ- Centeredness

We strive to be witnesses of the person and example of Christ.

### **Integrity**

We are fair, honest, and transparent in our personal and professional dealings.

### Excellence

We produce outcomes with the greatest possible human competence.

### **Community**

We animate the spirit of communion and solidarity.

### **Societal Responsibility**

We work for economic efficiency, social justice, and environmental stewardship.

## Strategic Objectives

- Academic Quality and Organizational Excellence
- Authentic Instrument for Countryside Development
- Great University to Work for
- Catholic Mission and Identity

### **Attributes of the HAU Graduates**

As a Catholic learning institution, Holy Angel University is committed to the development of God-loving servant-leaders, well-realized in their personal, interpersonal, and professional dimensions.

As individuals, they live life with the disciplines of emotional maturity, self-confidence and assertive perseverance, within the context of responsible citizenry. They are well-rounded in the aspects of physical well-being, culture, and the arts.

In relation to their fellowmen they are socially responsive community leaders who deal matters with high integrity and compassion. As decision makers, they are creative and innovative critical thinkers with a deep concern for the welfare of others.

They are professionally and technically competent by global standards, and have a positive attitude towards career growth, accountability and learning as a life-long process.

### **Holy Angel Hymn**

From the cradle safe and sound  
Love of God and man we've found  
To a happy life we're bound  
Holy Angel dear.

Hear our vow of loyalty  
Heart and soul we pledge to thee  
With the virtues great and free  
We've embraced from thee

When our battles won you'll see  
Banners high we'll wave for thee  
In our hearts thy name will be  
Holy Angel dear.

### **(Long Version)**

Almighty God, we glorify you for all the blessings you bestow on our beloved Alma Mater, the Holy Angel University. We thank you for the gift of your Son, Jesus Christ, who is the Way, the Truth and the Life. We bless you for the continuous guidance of the Holy Spirit.

You have sent us your Seven Archangels to serve as our guide and inspiration in acquiring our Angelite Charism.

May we be inspired by St. Michael's core value of Servant Leadership that all things shall be anchored in Christ your Son in seeking excellence in all our endeavors in life,

May we be reminded by St. Gabriel's core value of Personal Integrity so that honesty and truthfulness shall prevail in our relationships with one another,

May we be encouraged by St. Raphael's core value of Wellness so that we may take care of our own bodies as Temples of the Holy Spirit and care for others especially the sick,

May we be challenged by St. Uriel's core value of Justice so that we may promote peace and harmony in our society by denouncing oppression and discrimination,

May we be enforced by St. Barachiel's core value of Social Responsibility so that we may be able to respond to the needs of the poor,

May we be moved by St. Jhudiel's core value of Hope so that we may bring enlightenment to one another and those who are lost because of problems and difficulties,

May we be touched by St. Sealtiel's core value of Prayerfulness so that we may praise and thank you constantly in our life,

Grant us O Lord, we pray, courage and strength that we may give perpetual praise to you in whatever we do. We ask this through Christ our Lord. Amen.

Oh, Holy Guardian Angels, guide us and protect us LausDeo semper

Nihil Obstat

Rev. Fr. Oliver G. Yalung, M. A. ,  
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Imprimatur

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Archbishop of San Fernando,  
Pampanga  
11 March 2015

**(Short Version)**

Almighty God, we glorify you for giving us the Angelite Charism. We thank you for the gift of your Son, Jesus Christ, who is the Way, Truth and Life. We bless you for the continuous guidance of the Holy Spirit.

Grant us, we pray, courage and strength that we may give perpetual praise to you in whatever we do. We ask this through Christ our Lord.  
Amen.

Oh, Holy Guardian Angels, guide us and protect us! *Laus Deo Semper!*

Nihil Obstat

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Imprimatur

Florentino G. Lavarias, D.  
Archbishop of San Fernando, Pampanga 11 March 2015

## **Vision, Mission, Objectives of the Academic Units**

### **School of Arts and Sciences Vision**

A premiere college that serves as an avenue for developing students' learning competencies within and across the many disciplines of human inquiry, particularly in mass media and psychology, attaining excellence in instruction, research and community development.

### **Mission**

To produce professionally competent, morally upright, socially responsive and spiritually mature persons through holistic and transformative liberal education

### **Goals**

The School of Arts and Sciences will be known for its graduates who are critical thinkers, effective communicators, innovators, industry leaders, witnesses of Catholic faith, instruments for social transformation and stewards of Kapampangan heritage.

### **Objectives**

The School of Arts and Sciences aims to provide a solid foundation where it seeks to:

1. Train students to think critically and communicate effectively
2. Inculcate in the students the desire to live the values of the Catholic faith
3. Develop both excellence and leadership in psychology and media professions
4. Deepen the students' application of theoretical and professional knowledge as effective tools in promoting and life-long learning and one's sense of social responsibility and love of country
5. Promote and preserve Kapampangan heritage

## **School of Business and Accountancy Undergraduate Level**

### **Vision Statement**

A leading center of knowledge and learning in the Asia-Pacific region in the field of Business and Accountancy Education.

### **Mission Statement**

To provide high quality and accessible business and accountancy education to the young men and women through a wide range of relevant, educational experience.

### **Goal**

To provide our sincerest service to our students as we are committed to the shared ideals of integrity, excellence, community service and societal responsibility.

### **Objectives**

1. To equip students with the knowledge and skills necessary to address the challenges of the changing business environment.
2. To provide the necessary preparation and excellent academic experience to fulfill the complex functions of entrepreneurship and business leadership.
3. To develop socially responsible business leaders by improving the national economy through development of relevant occupations.
4. To continuously act as a reputable work place preferred by teaching and non-teaching personnel.
5. To develop Christ-centered and excellent professionals who will uphold integrity and ethical standards of their profession.

## **School of Business and Accountancy Graduate Level**

### **Vision Statement**

A premiere graduate business education in the Asia-Pacific Region dedicated to helping professional, entrepreneurs and public servants become competent and socially responsible leaders and to contribute to countryside development.

### **Mission**

To provide advanced and high quality business education in the field of management, accountancy, entrepreneurship and public governance to professionals and leaders through a wide range of relevant, educational experience.

### **Goals**

To provide our sincerest service to our graduate students as we are committed to the shared ideals of integrity, excellence, community service and societal responsibility.

### **Objectives**

1. To offer programs that are more relevant and responsive to the shifting needs of the real world.
2. To promote practitioner-research orientation that will allow us to participate in the furtherance of knowledge and elevate our GSB programs to higher levels of excellence.
3. To forge and maintain strategic functional linkages and/or partnership with academic institutions, relevant organizations, national government agencies and local government units for knowledge transfer, sharing of resources and advocacy training for public service.
4. To act as a reputable workplace preferred by faculty members who are experts in their corresponding fields and proficient in interdisciplinary and multi- disciplinary approaches in teaching.
5. To foster culture that promotes integrity, innovation, and the highest ethical standards in the Catholic context.

## **School of Education**

### **Vision**

The leading Catholic institution of teacher education in the region that serves as a benchmark for quality instruction, research and other best teaching learning practices.

### **Mission**

To provide quality education that enables students to be critical thinkers, mindful of their responsibilities to society and equipped with holistic education catering to the heart and soul as well as to the body and mind.

### **Goals**

To offer programs and projects that promote Christ centeredness, integrity, excellence, community and societal responsibility, leadership, scholarship, lifelong learning, effective communication, innovation, gender sensitivity and technological integration

### **Objectives**

1. To provide students with the opportunities and exposure to develop them and become highly competent educators, leaders and experts who continuously work for the advancement of educational thinking and practice
2. To instill in the students, the spirit of community involvement through relevant programs/projects and become more responsive to the challenges of a progressive and dynamic society
3. To continuously hire academically and professionally qualified and competent faculty equipped with expertise and exposure needed in the practice of the profession
4. To serve as a benchmark for quality instruction, research and best teaching learning practices

## **College of Criminal Justice Education and Forensics**

### **VISION**

A center of excellence in the criminal justice education and forensics producing top caliber professionals who are globally competitive and are equipped with well-founded knowledge in the field of law enforcement, criminal justice and forensics.

### **MISSION**

To nurture its students with the comprehensive and updated knowledge, develop their skills and high competences, in the field of law enforcement criminal justice and forensics science

### **GOALS**

To enhance student's engagement through dynamic and high-quality instruction for students to stay in the course and graduate on time.

### **OBJECTIVES**

1. To hire academically and professionally qualified faculty who are values oriented, proficient to deliver quality instruction both in-campus and off-campus settings;
2. To recruit guest lecturers who are highly qualified experts in the field of criminalistics and jurisprudence;
3. Continuously acquire state of the art laboratory and equipment
4. Establish linkages and partnership with key local national or international government and non-government institution, law enforcement agencies for the on-the-job training and immersion programs;
5. Engage both faculty and students in extensive research and extension activity in pursuit of new knowledge and development initiative in law enforcement criminal justice and forensics science;
6. Register a consistent significance board examination performance that will be included among the top performing schools in the country.

## **School of Engineering and Architecture Vision**

A center of excellence in engineering and architecture education imbued with Catholic mission and identity serving as a role-model catalyst for countryside development

## **Mission**

To provide accessible quality engineering and architecture education leading to the development of conscientious, competent and compassionate professionals who continually contribute to the advancement of technology, preserve the environment, and improve life for countryside development.

## **Goals**

The School of Engineering and Architecture is known for its curricular programs and services, research undertakings, and community involvement that are geared to produce competitive graduates: Who are equipped with high impact educational practices for global employability and technopreneurial opportunities; Whose performance in national licensure examinations and certifications is consistently above national passing rates and that falls within the 75th to 90th percentile ranks; and, Who qualify for international licensure examinations, certifications, and professional recognitions;

## **Objectives**

In its pursuit for academic excellence and to become an authentic instrument for countryside development, the School of Engineering and Architecture aims to achieve the following objectives:

1. To provide students with fundamental knowledge and skills in the technical and social disciplines so that they may develop a sound perspective for competent engineering and architecture practice;
2. To inculcate in the students, the values and discipline necessary in developing them into socially responsible and globally competitive professionals;
3. To instill in the students a sense of social commitment through involvement in meaningful community projects and services;
4. To promote the development of a sustainable environment and the improvement of the quality of life by designing technology solutions beneficial to a dynamic world

5. To adopt a faculty development that is responsive to the continuing development and engagement of faculty in research, technopreneurship, community service and professional development activities both in the local and international context;
6. To implement a facility development program that promotes a continuing acquisition of state of the art facilities that are at par with leading engineering and architecture schools in the Asia Pacific region; and,
7. To sustain a strong partnership and linkage with institutions, industries, and professional organizations in both national and international levels.

### **School of Hospitality and Tourism Management**

#### **Vision**

A center of excellence in hospitality and tourism management education in the Philippines, and Asia.

#### **Mission**

To provide the students with broad-based views of the service management, hospitality, and tourism disciplines based on the underlying concept of quality service management.

#### **Goals**

1. To offer significant academic programs that meet the needs of both local and international industry partners as well as to develop entrepreneurial growth in the region and the country in general;
2. To instill the core values of the university through academically and professionally qualified faculty (Excellence)
3. To facilitate the positive learning experience of students to become persons of conscience, competence, and compassion (Integrity and Christ-centeredness)

#### **Objectives**

1. To provide local and international accredited programs that will equip students with the knowledge, skills and attitude to be globally competitive; and

2. To recruit and maintain academically and professionally qualified faculty who will make full use of teaching resources to shape and strengthen both classroom and related learning experiences.

## **College of Information and Communications Technology**

### **Vision**

A Center of Excellence in ICT education through relevant curricular programs implemented by highly competent individuals who engage in research and countryside development and supported by the industry and state-of-the-art facilities

### **Mission**

To offer quality education and produce technically-competent and globally competitive professionals who are self-reliant, morally and spiritually upright, adaptive to current and emerging technologies, and who contribute to community building.

### **Goal**

Our goal is to make sure that our programs are fit - for- purpose through a strong faculty profile, solid partnership with the industry and high impact community development programs.

### **Objectives**

1. To equip students with ICT knowledge and skills necessary for active participation in the production and utilization of innovative systems and applications that adhere to ethical standards;
2. To enhance the professional competence of faculty members dedicated to deliver quality instruction, scholarly research outputs and need-based community service;
3. To establish linkages/partnerships with reputable organizations for service-learning opportunities to ensure relevant and responsive programs offerings; and
4. To engage students, faculty and administrators in community service through the provision as well as transfer of ICT skills to partner groups/ communities.

## **School of Nursing and Allied Medical Sciences**

### **Vision**

A premier provider of catholic– educated nursing and allied medical professionals

### **Mission**

To offer accessible quality nursing and allied medical science education that transforms students into conscientious, competent, and compassionate professionals.

### **Goals**

1. Attain scholastic excellence and student success through innovative instruction, research, and experiential learning. (Excellence)
2. Educate and assist each student in the development of an authentic self-identity with integrity and as a person in relationship with God. (Integrity and Christ-centeredness)
3. Produce graduates of character who are well-prepared to be transformational leaders and prime movers for countryside and global development. (Community & Societal Responsibility)

### **Objectives**

1. To provide an up-to-date nursing and allied health sciences education curriculum that will equip students with the knowledge, skills and attitude to make them competitive in diverse setting and adopt to constantly changing environment;
2. To recruit and maintain academically and professionally qualified faculty who will make full use of teaching resources to shape and strengthen both classroom and related learning experiences; and
3. To engage students, faculty and alumni in health-focused activities toward the promotion of personal and community health

## **Institute for Christian Formation and Social Integration (ICFSI)**

### **Vision**

A spring of spiritual renewal and stewardship rooted from the person and examples of Christ Mission

To bear witness to, and celebrate faith in, Christ through integral formation and development

### **Goals and Objectives**

1. To initiate and provide opportunities to deepen the University community members' awareness and sense of solidarity in living out the University's mission, charisms and core values
2. To cultivate and promote the formation of a worshiping, celebrating, welcoming, giving and serving community in the campus.
3. To lead University community members to be active participants in the study and proclamation of the Word and God and in liturgical-sacramental celebrations
4. To actively engage the University community in living out the mission to serve the poor and marginalized in developmental efforts for, with, and by, them and the promotion of peace and integrity of creation.
5. To serve as a resource center in support of and in solidarity with the Catholic Church's lay pastoral formation initiatives and advocacies towards discipleship and apostleship.



## **Policies Relating to Scholastic Work**

### **Academics**

Classroom instruction, in general, should be interactive to maximize student participation. Students are held responsible for all course requirements and for course related topics that may not be discussed in the classroom due to time constraints.

Each College may have specific requirements in addition to the general policies stated herein. These additional requirements and policies are contained in the students' respective School/College Catalogues. Independent learning is supported and encouraged. Students are held responsible for meeting the standards of performance established for each course. Their performance and compliance with other course requirements are the bases for passing or failing in each course, subject to the rules governing the following:

#### **Class Attendance and Absences**

1. Students should not incur absences of more than twenty percent (20%) of the required total number of class and laboratory periods in a given semester.
  - 1.1. The maximum absences allowed per semester are
    - 1.1.1. For subjects held once a week, a maximum of 3 absences
    - 1.1.2. For subjects held 2 X a week, a maximum of 7 absences
    - 1.1.3. For subjects held 3 X a week, a maximum of 10 absences
    - 1.1.4. For subjects held 4X a week, a maximum of 14 absences
    - 1.1.5. For subjects held 5 X a week, a maximum of 18 absences
  - 1.2. The maximum absences allowed during summer are three absences for three to five-unit subjects and two absences for two-unit subjects.
  2. A student who incurs more than the allowed number of absences in any subject shall be given a mark of "FA" as his final rating for the semester, regardless of his performance in the class.
  3. Attendance is counted from the first official day of regular classes regardless of the date of enrolment. Students should be punctual for their classes.

#### **Examinations**

In any given semester, subjects are required to take three (3) scheduled examinations, namely: Prelim, Mid-term, and Final Examinations. During the summer term, only two (2) scheduled examinations are required, namely: Mid-term and Final Examinations.

For regular examinations, an official permit issued by the Finance Office must be first secured and presented to the instructor before taking such examinations.

### **Grading System**

1. A student's academic performance is evaluated based on the standardized grading system of the Department where the subject belongs.
2. The following is a table of equivalents of the grades issued at HAU in comparison with other schools:
3. If a student is allowed to enroll in two (2) subjects one of which is a pre-requisite of the other, no credit will be given to the advanced subject if the student fails in the pre-requisite subject.
4. The grade of "5.0" is given to:
  - 4.1. a student whose performance is definitely poor
  - 4.2. a student whose mid-term and final grades are failing and who stops attending his classes after the mid-term examinations.
5. The grade of "U.W." is given to a student who enrolled the subject but did not attend classes and did not officially drop the same.

### **Change of Grade**

When there is an error in the computation, inputting, or entry of the student's final grade, a request for a change of grade and all pertinent documents are submitted by the faculty to the Dean for evaluation. The Dean then recommends it to the Vice President for Academic Affairs (VPAA) for appropriate action.

The maximum period within which a teacher may file for change of grade is one school year.

### **Table of Grade Equivalents**

<b>Grade</b>	<b>Letter Grade</b>	<b>Percentage Grade</b>	<b>General Classification</b>
1.0	A	97 and Above	Outstanding
1.25	A-	94 - 96	Excellent
1.5	B+	91 - 93	Superior
1.75	B	88 - 90	Very Good
2.0	B-	85 - 87	Good
2.25	C+	82 - 84	Satisfactory
2.5	C	79 - 81	Fairly Satisfactory
2.75	C-	76 - 78	Fair
3.0	D	75	Passed
5.0	F	Below 75	Failed
6.0	F.A		Failure due to absences
8.0	U.W		Unauthorized or Unreported Withdrawal
9.0	DRP		Dropped (With Permission)

### **Dropping of Subjects**

- 3.1. If a student officially drops a subject before the mid-term examination, he gets a mark of "DRP" (dropped) in his transcript of records. No dropping shall be allowed after the end of mid-term period except for "drop all".
- 3.2. In the absence of an official dropping form, the student gets a final mark of U.W.
- 3.3. A parent or guardian must accompany a student who is dropping all subjects for the interview with the Dean.

Note: For online processing of dropping of subjects, download the form from the HAU website, for accomplishment and submission to the concerned Dean online, for approval.

### **Period for Adjustment of Schedules**

1. Adjustment of enrolled subject(s) is allowed within the first week of classes following the procedures:
  - a. Secure yellow form from the Dean's Office.
  - b. Accomplish yellow form in full and submit to the Dean concerned for approval.

Note: For online processing of dropping and adding of subjects, secure the form from the HAU website for accomplishment and submission to the concerned Dean online, for approval.

## **HONORS AND SCHOLARSHIPS**

### **Academic Honors**

Outstanding academic achievement among college students is recognized every semester with the publication of the honor roll and through awarding of Certificates of Academic Excellence. To qualify for honors, a student must meet the following requirements:

1. A semestral weighted grade point average of
  - 1.0 - 1.25 President's List
  - 1.26 - 1.75 Dean's List
0. All academic units registered in the preceding semester are included in the computation of the weighted average.
1. The minimum grade requirement in all subjects is 2.0 except for NSTP which the student needs to pass.
2. The Tertiary Physical Education (TPE) grade shall be included in the computation of general weighted average (GWA) for all students, especially for scholastic honors. Under no circumstances shall TPE be substituted for other courses or activities (e.g. varsity and talent groups like rondalla, chorale, dance troupe)
3. The semestral general weighted average is not lower than 1.75.

4. The student must carry the number of units prescribed in the curriculum.
5. All TPE courses should be passed in the first two years and NSTP in the first year in college.

## **1. Academic Scholarships**

- 1.1. MAMERTO G. NEPOMUCENO (MGN) SCHOLARSHIP. The University grants 100% tuition and laboratory discounts to the top 1% of the HAU High School graduating batch. Grant continuation is for those scholars who will maintain a GPA of at least 1.50 and with no grade lower than 2.00 every semester.
- 1.2. SEMESTRAL ACADEMIC SCHOLARSHIP/ UPPER 1%. Students with excellent performance in their academic work and included in the upper 1% may qualify for the semestral academic scholarships. The computation for the upper 1% is based on the total number of population per college year level. This is a tuition grant provided the student continues to meet the following University scholarship guidelines and conditions:
  - 1.2.1. The student belongs to the Honor Roll in the past semester with an academic rank equivalent to upper 1% of the year level based on current population. In case the year level population is less than one hundred, the first-ranked student in the Honor Roll is given one (1) scholarship slot.
  - 1.2.2. The scholarship is applicable if a student is enrolled in the current semester.
- 1.3. ENTRANCE SCHOLARSHIPS. The scholarship is given during the first semester in college to high school graduates who belong to the Upper 10% of the graduating batch. (Grantee must be included in the upper 10% based on the total number of population of the graduating batch). Continuance of the scholarship will be based on the maintaining requirements set by the Scholarships and Grants Office
  - 1.3.1. Juan D. Nepomuceno Scholarship. The University grants one hundred percent (100%) tuition fee discount for one semester to all High School Valedictorians.
  - 1.3.2. Archbishop Pedro Santos Scholarship. The University grant seventy-five percent (75%) tuition fee discount to all High School Salutatorians for one semester
  - 1.3.3. Ricardo V. Flores Scholarship. The University grants fifty percent (50%) tuition fee discount for one semester to those in the upper ten percent (10%) of the graduating batch.

## Requirements

- The student must be from a school duly recognized by the Department of Education.
- Report Card or Form 137
- Certificate of Ranking (that the student is included in the upper 10% of the graduating batch), with the school dry seal, and signed by the Principal.
- Certificate of Good Moral Character
- Graduation Program (optional)

2. Talent Scholarships. The University grants fifty percent (50%) to one hundred percent (100%) tuition fee discount and free costume which is renewable every semester to the members of the following groups:
    - 2.1. Orchestra
    - 2.2. Chorale
    - 2.3. Dance Theater
    - 2.4. Rondalla
  3. Sports Scholarships. The University grants one hundred percent (100%) tuition fee discount and free uniform which is renewable every semester to the members of the following teams for men and women:
    - 3.1. Athletics
    - 3.2. Badminton
    - 3.3. Basketball
    - 3.4. Chess
    - 3.5. Lawn Tennis
    - 3.6. Table Tennis
    - 3.7. Taekwondo
    - 3.8. Volleyball
  4. Student Assistantship Program. The University grants one hundred percent (100%) tuition fee discount and transportation allowance to financially strapped but deserving students who render twenty-four (24) hours a week duty in any of the units of the University. The program is supervised by a committee directly under the University President.
  5. Grants for Employee Dependent. HAU grants a 100% tuition fee discount to its employee's spouse and their legitimate children.
6. HOLY ANGEL FOUNDATION FOR RESEARCH AND DEVELOPMENT.
- 6.1 HAFRD Academic. A percentage discount is given to an honor student whose rank is next to the Upper 1% Academic Grants proportionately distributed to the different University colleges. Percentage of grant distribution will be based on the HAFRD available fund.
  - 6.2 Scholarship for 1000 Teachers program. The University grants a continuing full scholarship to incoming freshmen who will take up Bachelor of Secondary major in Mathematics, Science and English. Limited Slots only. Continuance of scholarship will be based on the maintaining requirements set by the USGO. Limited slots available.
  - 6.3 Scholarship for children of PNP members. The University grants a continuing 100% tuition fee discount to incoming freshmen who will take up Bachelor of Science in Criminology. The grant is for legitimate children of PNP members who are assigned in Angeles City. Continuance of scholarship will be based on the maintaining requirements set by the USGO. Limited slots available
  - 6.4 Scholarship for Persons with Disability (PWD). The University grants a continuing scholarship to persons with disability (PWD). A PWD is any person who has a physical or mental impairment that substantially limits one

or more major life activities, has a record of such impairment, or is regarded as having such impairment. Major life activities include walking, talking, hearing, seeing, breathing, learning, performing manual tasks and caring for oneself. A certificate of Disability from Physician and PWD ID are required in this program. Limited slots available.

- 6.5 Scholarship for Direct Descendants of the Founder. The HAU for HAFRD grants full scholarships to direct descendants of Don Juan D. Nepomuceno who are enrolled in any course, degree or program of the University. This is to promote the perpetuation of the legacy of the founder to encourage or otherwise ensure they are given every opportunity to become alumni or official part of the University's tradition.
  - 6.6 Scholarship for BS Values Education. The University grants a continuing 100% tuition discount to incoming freshmen who will take up Bachelor of Science in Secondary Education major in Values Education. Limited Slots only. Continuance of scholarship will be based on the maintaining requirements set by the USGO. Limited slots available.
  - 6.7 Scholarship for Indigenous People (Aeta). The University grants 100% tuition and miscellaneous fee discount for IP who wish to finish their study. Terms and conditions apply. Limited Slots only. Continuance of scholarship will be based on the maintaining requirements set by the USGO. Limited slots available.
7. INSTITUTE FOR SMALL SCALE INDUSTRIES (ISSI) SCHOLARSHIP. The ISSI provides funds to support financially strapped but deserving students. Distribution of scholarship funds to deserving students is based on the ISSI available funds.
    - 7.1 ISSI Academics. This is a tuition fee grant to academically excellent but financially strapped students who qualify for the Dean's List or President's List. Approval of the grant will be after the recommendation of the screening committee.
    - 7.2 ISSI Financial Assistance- A tuition fee grant given to financially strapped students who are willing to render a minimum number of hours of duty in the University work station. Approval of the grant will be after the recommendation of the screening committee.
  8. Expanded Grants for Incoming Freshmen-Effective June 2018, the University grants a new package of Scholarship and Grants for incoming freshmen college students for one (1) semester. These programs are; Tuition Discount, Uniform Allowance, Book Allowance, Dorm Subsidy, Meal Allowance and Transportation Allowance.

#### **SCHOLARSHIP FOR HAU TOPNOTCHER**

The HAU Scholarship for Board TOP Placers is a full program scholarship bestowed by the HAU to its graduates who landed in the top ten (10) placers in the national ranking of board examination given by the Philippines Regulation Commission (PRC). The Topnotcher may take any Graduate school program or may nominate a family member who wants to study in HAU. He/She may avail of the 100% tuition fee discount. Terms and conditions apply.

### **General Scholarship Guidelines**

1. A scholar grantee may avail of one (1) scholarship grant regardless of its source: institutional, non-institutional or government.
2. College scholarship is on a semestral basis and/or summer (if applicable based on the college curriculum). Assessment of qualification is being done periodically.
3. All scholarship programs are based on the approved slots and available funds.
4. Institutional academic scholar grantees must carry a full load of 21 units or more as long as it is prescribed by the curriculum of the college.
5. Institutional non-academic scholars (SA, Talent, and Sports), must carry a minimum load of 18 units, otherwise scholarship will be denied.
6. The Institutional non-academic scholar grantee (SA, Talent, and Sports) must render duty and service to the university and shall not be gainfully employed in any capacity.
7. The Institutional non-academic scholar grantee (SA, Talent, and Sports) shall remain single and without children in the duration of the scholarship grant.
8. Scholarship is not applicable for advance and summer classes, unless, otherwise it is prescribed by the curriculum and mandated by the college.
9. Transferees may avail themselves of scholarship after one (1) semester residency in the University.
10. In case of ties in the upper 1% academic ranking for college and Honors List Top 45 for Basic Education, the Dean of the College and the Principal will implement the basis on the re-computation of the students' grade point average as the basis for the scholarship. Official grades, ranking, honors list will be from colleges Dean's Offices and Principal Office.
11. Student vying for scholarship with incomplete and change of grade (COG) status may complete the requirement within the semester where the grant is applicable to avail of the scholarship. COG made after the final examination of the current semester that qualifies students for the scholarship will be denied. USGO will not be held responsible nor liable for the late grades/ranking submission to the office.
12. A scholarship waiver and contract is required (except for the merit scholarship) to be duly accomplished and signed by the grantee and his/her parent/guardian. Contract is being served every semester during scholarship orientation.
13. Any major offense sanctioned to disciplinary action taken against by the HAU Board of Discipline will disqualify the grantee from his/her scholarship immediately the following semester, after due process depending on the grounds and recommendation of the BOD.
14. The scholarship grantee should maintain the grade and other requirements set by the USGO for the continuance of the scholarship grant.
15. The scholar grantee shall abide by all the rules and regulations stated in the College Student Manual and Scholarships and Grants scholar's manual and contract.

16. Other scholarship policies and guidelines will be discussed during the scholarship orientation before the contract signing.

## **ACADEMIC INFORMATION**

### A. Admissions

Admission to the University is based on a selection process that is applied to all prospective students regardless of age, race, sex, religion, national origin and economic status. Every applicant is assessed in terms of his/her qualifications to profit from the educational programs of the different schools and college. The following factors are considered in such assessment: past scholastic records; scholastic aptitude, character, recommendations and applicant's acceptance of the policies, rules and regulation of the Schools/College and of the University.

Prospective students are assisted by the Office of Admissions in processing their online admission application based on the following admission requirement for:

#### 1. Entering College Freshmen

- 1.1. Entrance Assessment Results
- 1.2. Original and photocopy of Report Card (Form 138)
- 1.3. One (1) copy of 2 x 2, full face ID photo
- 1.4. Photocopy of Birth certificate and marriage certificate (if married)
- 1.5. Certificate of Good Moral Character from previous school
- 1.6. Undertaking signed by the student and parent/guardian
- 1.7. Orientation with parents/guardians (once admitted; c/o OSA)

#### 2. Transferees

- 2.1. Entrance Assessment Results
- 2.2. Copy of grades
- 2.3. Official transfer credentials (Honorable Dismissal)
- 2.4. One (1) copy of 2x2 photos, full face ID photo
- 2.5. Photocopy of Birth certificate and Marriage Certificate (if married)
- 2.6. Certificate of Good Moral Character from previous school
- 2.7. Undertaking signed by the student and parent/guardian
- 2.8. Barangay Clearance
- 2.9. Orientation with parents/guardians (once admitted; c/o OSA)

#### 3. Foreign Students

- 3.1. Proof of adequate financial support to cover expenses for the student's accommodation and subsistence, visa/permit, as well as school dues and other incidental expenses;
- 3.2. Scholastic records duly authenticated by the Philippine Foreign Service Post located in the student's country of origin or legal residence;
- 3.3. Police clearance issued by the National Police Authorities in the student's country of origin and duly authenticated by the Philippine Foreign Service Post having consular jurisdiction over the place;
- 3.4. Quarantine Medical Clearance Certificate by the Bureau of Quarantine Office;
- 3.5. National Bureau of Investigation (NBI) Clearance;
- 3.6. Copy of student's Personal History Statement signed by the student with a recent 2 x 2 photograph;
- 3.7. Photocopy of passport bio-page and stamp of latest admission with valid authorized stay (The passport itself shall be presented for verification); and
- 3.8. Four (4) copies of the 1.5 x 1.5 most recent photograph.

Republic of the Philippines  
Department of Justice BUREAU OF IMMIGRATION  
Manila

**CONVERSION TO STUDENT VISA**

**GENERAL INSTRUCTIONS**

To avoid the summary dismissal/delay in the processing of your applications/petition, please be advised of the following:

1. Enter legibly all the information required into the appropriate spaces on the form. If the information required is not applicable, please write "N/A". Do not leave any item blank. Your answers must be in English and all entries must be in CAPITAL LETTERS using English characters only.
2. The Consolidated General Application Form (CGAF) must be accomplished in two (2) ORIGINAL copies. The first copy shall be submitted together with all the documents pertaining to this application and the second copy is intended for application of Alien Certificate of Registration Identity Card (ACR I-card) to be submitted in a separate folder.
3. All documents required for submission must be complied with, arranged in the order as listed in the Checklist of Documentary Requirements (CDR compiled in a legal size (8 1/2 x 14in.) folder and shall be submitted within the prescribed period, if applicable.
4. All sworn statements and affidavits must be duly notarized.
5. All civil registry documents issued in the Philippines (i.e. Birth Certificate, Marriage Certificate, Death Certificate, etc.) must be original and issued by the Philippine Statistics Authority (PSA).
6. All foreign documents must be original and authenticated by the Philippine Foreign Service Post (FSP), which has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if said document is issued by the local Embassy in the Philippines, with English translation if written in other foreign language.
7. If the application is filed by an authorized representative, attach a photocopy of the Bureau of Immigration (BI) Accreditation Identification (ID) Certificate or an original Special Power of Attorney (SPA) for EACH applicant with a photocopy of a valid government-issued ID of Attorney-in-fact.
8. The original valid passport of the applicant must be submitted to the Central Receiving Unit (CRU) personnel concerned frontline officer for scanning. Thereafter, it shall be returned.

CHECKLIST OF DOCUMENTARY REQUIREMENTS  
FOR CONVERSION TO STUDENT VISA

Please read carefully the above stated General Instructions before proceeding with the completion of the documentary requirements.

- ( ) 1. Joint letter request addressed to the Commissioner from the authorized representative of the petitioning school and applicant, using the school letterhead with dry seal;
- ( ) 2. Duly accomplished CGAF for Student Visa and Special Study Permit;
- ( ) 3. Photocopy of passport pages bearing the bio-page, latest admission with valid authorized stay and Bureau of Quarantine (BOQ) stamp;
- ( ) 4. Notice of Acceptance of the applicant bearing a clear impression of the school's official dry seal;
- ( ) 5. Endorsement addressed to the Commissioner from the school for the conversion of the applicant's status, signed by the School Registrar;
- ( ) 6. Photocopy of the student's Registration Form/Schedule;
- ( ) 7. Certificate of Eligibility for Admission from Commission on Higher Education (CHED), in case of Medicine/Dentistry;
- ( ) 8. CHED Endorsement for transfer and shifting of course, if applicable;
- ( ) 9. National Bureau of Investigation (NBI) Clearance, if application is filed six (6) months or more from the date of first arrival in the Philippines;
- ( ) 10. Photocopy of BI school accreditation ID of the registrar or school representative; and
- ( ) 11. BI Clearance Certificate.

CERTIFICATION

This is to certify that the documents submitted in support of the application of \_\_\_\_\_ are complete in accordance with the provided checklist.

Student Visa Section Evaluator:

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

\_\_\_\_\_  
Date

## EXTENSION OF STUDENT VISA

### GENERAL INSTRUCTIONS

To avoid the summary dismissal/delay in the processing of your applications/petition, please be advised of the following:

1. Enter legibly all the information required into the appropriate spaces on the form. If the information required is not applicable, please write "N/A". Do not leave any item blank. Your answers must be in English and all entries must be in CAPITAL LETTERS using English characters only.
2. The Consolidated General Application Form (CGAF) must be accomplished in two (2) ORIGINAL copies. The first copy shall be submitted together with all the documents pertaining to this application and the second copy is intended for application of Alien Certificate of Registration Identity Card (ACR I-card) to be submitted in a separate folder.
3. All documents required for submission must be complied with, arranged in the order as listed in the Checklist of Documentary Requirements (CDR), compiled in a legal size (8 1/2 x 14in.) folder and shall be submitted within the prescribed period, if applicable.
4. All sworn statements and affidavits must be duly notarized.
5. All civil registry documents issued in the Philippines (i.e. Birth Certificate, Marriage Certificate, Death Certificate, etc.) must be original and issued by the Philippine Statistics Authority (PSA).
6. All foreign documents must be original and authenticated by the Philippine Foreign Service Post (FSP), which has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if said document is issued by the local Embassy in the Philippines, with English translation if written in other foreign language.
7. If the application is filed by an authorized representative, attach a photocopy of the Bureau of Immigration (BI) Accreditation Identification (ID) Certificate or an original Special Power of Attorney (SPA) for EACH applicant with a photocopy of a valid government-issued ID of Attorney-in-fact.
8. The original valid passport of the applicant must be submitted to the Central Receiving Unit (CRU) personnel concerned frontline officer for scanning. Thereafter, it shall be returned.

**CHECK LIST OF DOCUMENTARY REQUIREMENTS**  
**FOR EXTENSION OF STUDENT VISA**

Please read carefully the above stated General Instructions before proceeding with  
the completion of the documentary  
requirements.

- ( ) 1. Joint letter request addressed to the Commissioner from the applicant and the authorized representative of the petitioning school, stating that the applicant qualifies for the application with the school letterhead and dry seal;
- ( ) 2. Duly accomplished CGAF for Student Visa and Special Study Permit;
- ( ) 3. Photocopy of passport bio-page, visa implementation page and latest admission with valid authorized stay;
- ( ) 4. Copy of Latest Transcript of Records or Certificate of Grades for two (2) previous semesters;
- ( ) 5. Honorable Dismissal or Certificate of Transfer from previous school, in case of transfer;
- ( ) 6. Commission on Higher Education (CHED) endorsement, in case of shifting of course and/or transfer of school;
- ( ) 7. Photocopy of BI school accreditation ID of the registrar or school representative;
- ( ) 8. BI Clearance Certificate; and
- ( ) 9. Original or certified true copy of Bureau of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.

**CERTIFICATION**

This is to certify that the documents submitted in support of the application of \_\_\_\_\_ are complete in accordance with the provided checklist.

Student Visa Section Evaluator:

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Signature over Printed Name

---

Date

## **SPECIAL STUDY PERMIT (SSP)**

### **GENERAL INSTRUCTIONS**

To avoid the summary dismissal/delay in the processing of your application/petition, please be advised of the following

1. Enter legibly all the information required into the appropriate spaces on the form. If the information required is not applicable, please write "N/A". Do not leave any item blank. Your answers must be in English and all entries must be in CAPITAL LETTERS using English characters only,
2. The Consolidated General Application Form (CGAF) must be accomplished in two (2) ORIGINAL copies. The first copy shall be submitted together with all the documents pertaining to this application and the second copy is intended for application of Alien Certificate of Registration Identity Card (ACR I-card) to be submitted in a separate folder.
3. All documents required for submission must be complied with, arranged in the order as listed in the Checklist of Documentary Requirements (CDR), compiled in a legal size (8½ x 14in.) folder and shall be submitted within the prescribed period, if applicable.
4. All sworn statements or affidavits must be original and duly notarized.
5. All civil registry documents issued in the Philippines (i.e. Birth Certificate, Marriage Certificate, Death Certificate, etc.) must be original issued by the National Statistics Office (NSO).
6. All foreign documents must be original and authenticated by the Philippine Foreign Service Post (FSP), which has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if said document is issued by the local Embassy in the Philippines, with English translation if written in other foreign language.
7. If the application is filed by an authorized representative, attach a photocopy of the Bureau of Immigration (BI) Accreditation Identification (ID) Certificate or an original Special Power of Attorney (SPA) for EACH applicant with a photocopy of a valid government-issued ID of Attorney-in-fact.
8. The original valid passport of the applicant must be submitted to the Central Receiving Unit (CRU) personnel concerned frontline officer for scanning. Thereafter, it shall be returned.

CHECK LIST OF DOCUMENTARY REQUIREMENTS  
FOR SPECIAL STUDY PERMIT (SSP)

Please read carefully the above stated General Instructions before proceeding  
with the completion of the documentary  
requirements.

- ( ) 1. Letter request addressed to the Commissioner from the representative of the petitioning school;
- ( ) 2. Duly accomplished CGAF (BI Form CGAF-003-Rev 0). If the applicant is a minor, it shall be signed by the parent or the legal guardian;
- ( ) 3. Photocopy of passport bio-page and latest admission with valid authorized stay;
- ( ) 4. Certificate of Acceptance issued by the learning institution accredited by the Bureau of Immigration to accept foreign students, indicating the number of months (length of study) of the technical/vocational, special and/or primary or secondary level courses for applicants below 18 years of age;
- ( ) 5. Photocopy of BI school accreditation ID of the registrar or school representative;
- ( ) 6. National Bureau of Investigation (NBI) Clearance, in case of flying school; and
- ( ) 7. BI Clearance Certificate.

CERTIFICATION

This is to certify that the documents submitted in support of the application of \_\_\_\_\_ are complete and in accordance with the above checklist.

Student Visa Section Evaluator:

---

Signature over Printed Name

---

Date

**BI FORM P-001-Rev 0**

4. Returning/Shifting Students Procedures for re-admission/shifting:

1. Bring Barangay Clearance if the student was not enrolled for more than two (2) years;
2. Get application Form from Registrar's Office;
3. Get Clearance from Office of Student Affairs;
4. Get Clearance from Finance Office and pay Processing Fee for re- admission/shifting;
5. For Shifting to SEA: Get Test Schedule, take the rest and get test results & recommendation from the Testing Center;
6. Go for an interview/recommendation from Career & Placement Office and/or College Guidance Center;
7. Go for an interview/approval from School/College Dean;

Note: For online processing of request for returning/shifting, download the form from the HAU website, for accomplishment and submission to the accepting School/College Dean, for the online approval.

5. For Leave of Absence

Students who will not enroll the following semester must apply for a leave of absence at the Registrar's Office. The application must be filed before the enrolment period of the following semester.

5.1. Get application for Leave of Absence at the Registrar's Office

5.2. Secure Clearance from the following:

- 5.2.1. School/College Dean
- 5.2.2. College Library
- 5.2.3. Finance Office

5.3. Submit application form at the Registrar's Office

Note: Note: For online processing of request for a leave of absence, download the form from the HAU website, for accomplishment and submission to the concerned Dean online, for approval.

**B. School Calendar**

The academic or school year at HAU consists of two (2) semesters and one summer term. A semester is at least one hundred (100) days or eighteen (18) weeks. The first semester normally begins in June and ends in October while the second semester starts in November and ends in March. Summer classes are held for six (6) weeks, which generally begin in April and end in May.

## C. REGISTRATION

Registration or student enrolment is conducted on specific dates assigned to each curriculum year by an enrolment committee.

The School/College is in charge of the enrolment of their respective students in close coordination with the Registrar's Office; Finance Office; and the Office of Information Technology Systems and Services (ITSS) guided by the following:

1. Every entering college freshman or transferee shall be enrolled only after the submission of complete admission credentials and the permit to enroll.
2. No foreign student shall be enrolled without appropriate visa or permit and other pertinent documents. The Office of International Affairs is tasked to assist and monitor the status of foreign students enrolled at HAU.
3. Every student is required to enroll all his/her subjects at HAU following the prescribed pre-requisites and academic loading in his/her respective curriculum. Likewise, no student may carry a load exceeding what is prescribed in the curriculum as well as to take any advanced subject until he/she has satisfactorily passed pre-requisite courses. Exceptions to these conditions may be allowed in cases of graduating students as follows:
  - 3.1. Graduating students may be allowed to have a maximum overload of six (6) units. A Permit to Overload Form is issued and approved to facilitate the student overload.

Note: For online processing of request to overload, download the form from the HAU website, for accomplishment and submission to the concerned Dean online, for approval.

- 3.2. For Cross-Enrollees to another School. In general, a graduating student may be allowed to cross-enroll in one or more subjects in any College or University with at least Level II FAAP accreditation in the program concerned and upon the recommendation of the Dean and the approval of the University Registrar. The student is advised to follow the procedures below:
  - 3.2.1. Make a formal request to the Dean, indicating subject(s) to be taken, subject description, number of units and school where subject(s) will be taken;
  - 3.2.2. If the Dean finds merit in the request, he/she shall endorse the request to the University Registrar.
  - 3.2.3. If the University Registrar approves the request, a Permit to Cross-enroll shall be issued by the Registrar's Office.

Note: For online processing of requests to cross-enroll, download the form from the HAU website, for accomplishment and submission to the concerned Dean online, for approval.

- 3.3. Simultaneous Enrollment. Only graduating students at the end of the school year may be allowed to simultaneously enroll in pre-requisites and advanced courses under the following conditions:
  - 3.3.1. If the prerequisite is a repeated subject;
  - 3.3.2. If the student has a superior scholastic standing (a copy of

scholastic record must be attached to enrollment papers;  
and

- 3.3.3 If the student is graduating at the end of the school term.

Note: For online processing of requests for simultaneous enrollment, download the form from the HAU website, for accomplishment and submission to the concerned Dean online, for approval.

4. The Finance Office will not allow the enrolment of any student who has not cleared all of his/her outstanding accounts with the University.
5. A student is not considered officially enrolled unless he/she has paid the first installment and has surrendered to the Registrar's Office his/her registration form. Failure on the part of the student to surrender his/her registration form will mean that he has waived his/her right for a refund for payment made even if he drops out of the University right after the registration period.
6. Any student found tampering with or mutilating enrolment or registration papers or attempting to use such forms for illegal purposes shall not be admitted/readmitted into the University.

Note: Enrollment must be to only one (1) program. Simultaneous enrollment to another program is not allowed.

#### **D. Academic Status Student Classification**

Based on academic loads and entry credentials, students are classified as follows:

- 1.1. Regular Student - one who carries the load prescribed in the program curriculum for his/her particular year level.
- 1.2. Irregular Student - one who does not carry the regular load in the program curriculum for his/her particular year level or one with one (1) subject that differs from the prescribed curriculum. The following students acquire the irregular status:
  - 1.2.1. Transferees
  - 1.2.2. Students who enrolled in HAU for the first time in the Second semester
  - 1.2.3. Students on probation/with back subject;
  - 1.2.4. Returning students or those readmitted after taking a Leave; and
  - 1.2.5. Shifters
- 1.3. Second Degree Student - one who earned a bachelor's degree from HAU or other school and is enrolled in the University for a second degree.
- 1.4. Shifter - one who is given the permission to shift to another course/major field.
- 1.5. Returnee - one who has voluntarily withdrawn from the University but did not file for an honorable dismissal and would like to resume his/her studies in the University
- 1.6. Student on Leave - one who is not enrolled but has filed a leave of absence at the Registrar's Office. The application for leave of

absence is good for only one semester. It must be filed before enrolment of the intended leave period. The student is advised to undertake the following procedures:

- 1.6.1. Get an application for Leave of Absence at the Registrar's Office.
  - 1.6.2. Secure Clearance from the following:
    - 1.6.2.1. School/College Dean;
    - 1.6.2.2. College Library; and
    - 1.6.2.3. Finance Office
  - 1.6.3. Submit application form at the Registrar's Office.
- 1.7. Foreign Student - one who belongs or owes allegiance to a country other than the Philippines and studying in any educational institution recognized or owned by the government of the Philippines. A bonafide foreign student is at least eighteen (18) years of age at the time of enrolment, has sufficient means and support for his/ her education and who seeks to enter the Philippines for temporary stay with the purpose of taking up a course of study higher than secondary education at a University, College or school authorized to accept foreign students.

#### **E. Enrollment to Non-Credit Subjects:**

Admission Requirements for Non-Credit Students:

1. Academic Records (e.g. Form 137) of past education
2. Valid ID or Passport

Admission Requirements for Refreshers in Professional Courses:

1. Copy of TOR from previous school
2. Photocopy of NSO or PSA Birth Certificate
3. Photocopy of Marriage Certificate, if married

Access to tertiary education in Holy Angel University is expanded to respond to the needs of GRADUATES OF DEGREE PROGRAMS who wish to avail of the learning opportunities in professional courses for personal development or job-related requirements on a NON-CREDIT basis. Specifically, the program aims to meet the following objectives:

1. to expand the opportunities for such graduates to acquire knowledge and skills in a field of specialization other than their major area in college; and,
2. to provide them the chance to "audit" or attend refresher courses that can contribute to the constructive use of their competencies as well as their preparation in handling graduate or post-graduate responsibilities.

The policy on pre-requisite will not apply.

The student's choice of subjects shall be based on the college's course offerings for the semester.

Fees:

Rate per unit charged among freshmen  
Applicable Miscellaneous fees

The enrollee should pay in full upon enrollment. The pink form shall be used in dropping of subjects.

**Responsibilities:**

Dean's Office – prepares distributed class codes of subjects to be enrolled in by student; the term NO CREDIT will be indicated across the instructor's name.

Registrar's Office – issues after the semester the certification regarding the subjects taken/attended.

**Revised May 2023**

**F. Fees, Refunds, Adding and/ or Dropping of Subjects**

1. Total fees including tuition, miscellaneous, laboratory, and other fees are on a semestral/term basis payable in cash or through cheques within the current term. Payment by installment may be allowed for the convenience of the students/parents.

Cheques are not allowed for payment of back accounts. Full back accounts and entrance fees must be settled first upon enrollment.

Non-graduating students enrolled in a semester with subject loads of less than twelve (12) units shall be charged tuition fees equivalent to twelve (12) units except for graduating students. Graduating students in their last term with less than twelve (12) units must secure an Adjusting of Units Form at the Registrar's Office which will be submitted to ITSS Office to facilitate the adjustment of tuition fees.

Payment of the Entrance Fee is just the First Step of Enrollment. The Four Steps must be completed for consideration of Official Enrollment.

2. Where school fees are paid in full for a semester, such fees may be **refunded** to a student who withdraws from school under the following conditions:
  - 2.1. One hundred percent (**100%**) of the paid tuition and laboratory fees if he withdraws **before or within fourteen (14) days** from the first day of classes.
  - 2.2. Eighty percent (**80%**) of the paid tuition fees if he withdraws not later than one (1) day before the Prelim period ends.
  - 2.3. A student who withdraws **after the Prelims** shall **not** be entitled to a refund.
3. Where tuition and other fees are paid on an installment basis, the following shall be the basis for a refund or additional payment:
  - 3.1. One hundred percent (100%) of the tuition fees paid excluding the miscellaneous fees when he withdraws before or within fourteen days (14) days from the first day of classes.
  - 3.2. For a student who withdraws after fourteen days (14) from the first day of classes and not later than one day (1) day before the Prelim period ends, the amount corresponding to the assessment made

shall be subtracted from the 20% of tuition fee paid plus laboratory and other fees. The difference shall represent the additional amount payable or the refund due, as the case may be.

- 3.3. A student who withdraws after the Prelim period shall be assessed the full tuition fee for the entire semester. He shall be required to settle the total amount due as a precondition for issuing any transfer credential. Any unpaid amount shall be posted as an outstanding account in the ledger of the student concerned.
4. A student who drops any subject from the first day of classes and not later than one (1) day before the Prelim period ends must observe the following procedures.
  - 4.1. Secure the yellow form from the Accounts and Collection Office before or within fourteen (14) days from the start of classes.
  - 4.2. Secure the blue form from the Accounts and Collection Office from the 15<sup>th</sup> day of the semester to one (1) day before the Prelim period ends.
  - 4.3. Accomplish said form in full and submit it to the Dean concerned.
5. A student who withdraws or drops all his/her subjects before or within fourteen (14) days from the first day of classes must observe the following procedures:
  - 5.1. Secure the yellow form from the Accounts and Collection Office.
  - 5.2. Accomplish the yellow form in full and submit it to the Dean concerned for approval.
  - 5.3. Submit the approved yellow form to Accounts and Collection Office for refund and/or adjustment of fees.

Failure to submit the approved yellow form will invalidate the request for withdrawal.

6. A student who withdraws from the 15<sup>th</sup> day of the semester up to one (1) day before the Prelim period ends must observe the following procedures.
  - 6.1. Secure blue form from the Accounts and Collection Office;
  - 6.2. Accomplish the blue form in full and submit it to the Dean concerned for approval; and
  - 6.3. Submit the approved blue form to the Accounts and Collection Office for refund and/or adjustment of fees.

Failure to submit the approved blue form will invalidate the request for withdrawal.

7. A student who withdraws after the Prelim period must observe the following procedures:
  - 7.1. Secure pink form from the Accounts and Collection Office;
  - 7.2. Accomplish the pink form in full and submit it to the Dean concerned for approval;

7.3. Finally, submit the approved pink form to the Accounts and Collection Office

Failure to submit the approved pink form will invalidate the request or withdrawal. Full amount of the tuition fee will be assessed.

8. A student is required to submit a signed authorization letter from the parent or registered guardian with a copy of a valid ID when claiming refunds with amounts higher than P500.00. While for a self-supporting student, he/she must present a company ID or certificate of employment.
9. Where school fees are paid in full or in installment for Summer Term, a student who withdraws shall be assessed the full amount of tuition fee for the entire Summer Term. He shall be required to settle the total amount due as a precondition for the issuance of any transfer credential[J1]. Any unpaid amount shall be posted as an outstanding account in the ledger of the student concerned.
10. The student must observe the following procedures:

- 10.1. Secure pink form from the Accounts and Collection Office;
- 10.2. Accomplish the pink form in full and submit it to the Dean concerned for approval;
- 10.3. Finally, submit the approved pink form to the Accounts and Collection Office.

Failure to submit the approved pink form will invalidate the request or withdrawal. The full amount of the tuition fee will be assessed.

#### **DROPPING OF SUBJECTS OR ENROLLMENT WITHDRAWAL**

<b>Period Definitions (using calendar days)</b>	<b>Forms</b>	<b>Applied Refund</b>	<b>Remarks</b>
Before the start of classes	Yellow Form	100% of Tuition and Laboratory Fees paid	WITHDRAWAL
First eight (8) days of the semester	Yellow Form	100% of Tuition and Laboratory Fees paid	Adding/Dropping of Subject/s or WITHDRAWAL
From the 9 <sup>th</sup> to 14 <sup>th</sup> day of the semester	Yellow Form	100% of Tuition and Laboratory Fees paid	Dropping of Subject/s or WITHDRAWAL
From the 15th day of the semester up to one (1) day before the Prelim Period ends	Blue Form	80% of Tuition Fees paid	Dropping of Subject/s or WITHDRAWAL
After Prelim period ends up to one (1) day before Midterm Period ends	Pink Form	None	Dropping of Subject/s or WITHDRAWAL
After Midterm period ends up to one (1) day before the Final Period ends.	Pink Form	None	WITHDRAWAL ONLY (All Subjects Dropped)

Students may email [acofinance@hau.edu.ph](mailto:acofinance@hau.edu.ph) for any tuition and other fees related inquiries.

## **G. GRADUATION**

A student will be recommended for graduation after he/she has satisfactorily complied with all academic and other requirements prescribed by the Commission on Higher Education (CHED) and the University. Graduating students are advised to check their names from the list of candidates issued by the Registrar's Office.

### **1. Requirements**

- 1.1. He/She should have met the residence-period requirement of the University, that is, he/she must have registered for at least two full semesters or one year.
- 1.2. He/She should be cleared of all financial and property obligations with the University, and other requirements of his/her College.

### **2. Requirements for Graduation with Honors**

#### **2.1. Academic Requirements**

- 2.1.1. A candidate for Summa Cum Laude must have taken all the academic units prescribed for graduation in this University. He/ She must carry the number of units prescribed by the curriculum per semester. In addition, he/she must have obtained a weighted average of 1.0-1.25.
- 2.1.2. A candidate for Magna Cum Laude must have taken all academic units prescribed for graduation in this University. He/ She must carry the number of units prescribed by the curriculum per semester. In addition, he/she must have obtained a weighted average of 1.26 to 1.50.
- 2.1.3. A candidate for Cum Laude must have taken at least seventy-five percent (75%) of the total number of academic units prescribed for graduation in this University. He/She must carry the number of units prescribed by the curriculum per semester. In addition, he/she must have obtained a weighted average of 1.51 to 1.75.
- 2.1.4. A candidate should have no grade lower than 2.0 in all academic subjects, including PE, taken either here or in other schools regardless of the program/curriculum.
- 2.1.5. All TPE courses should be passed in the first two years and NSTP in the first year in college.
- 2.1.6. Students graduating with honors must have no failing marks [6.0 (FA), 8.0 (UW)] in any subject including OJT/Practicum/ Thesis.

#### **2.2. Character Requirements**

Candidates for honors must not have been found guilty of major offense by the Board of Discipline throughout their stay in the University.

### **2.3. Residence Requirements**

Students who are candidates for graduation with honors must have completed their courses within the required number of years as prescribed in the curriculum. Exceptions may be granted on a case-by-case basis to students who completed their course beyond the required number of curriculum years as prescribed but, in no case, beyond one-year extension.

- 2.4. The above requirements shall apply only to those students who are already bonafide students of HAU beginning school year 1989-1990.
- 2.5. Loyalty Award is given to a candidate for graduation who meets the following requirements:
  - 2.5.1. He/She should have completed his/her studies at HAU from Grade 1 up to College.
  - 2.5.2. He/She should meet the character requirements as prescribed in item 2.2.
  - 2.5.3. He/She should apply at the Registrar's Office on or before the prescribed deadline which shall be posted for the information of all concerned.

### **GENERAL RETENTION POLICY**

In order to monitor periodically the academic performance of the students in the programs they are pursuing as well as to streamline enrollment in programs with licensure examination, below is the general retention policy for all programs:

1. The failing grades are 5.0, 6.0 (FA) and 8.0 (UW) in all subjects.
2. Students who failed in one or two courses in any semester shall be given an academic warning under the supervision of the program chair/coordinator. If a freshman fails 30% of the total academic units enrolled in the current school year, he/she will be placed on academic probation the following year.
3. Academic probation starts in the second year level of students and they will be placed under the individual program of study (IPOS).
4. Other than the regular Summer term offerings, subjects offered during the Summer Term are those that the students failed during the regular semester. In no way should the students be allowed to take advanced courses.
5. Academic probation is lifted when the student's cumulative grade point average reaches the required minimum for the program and that the student has not failed any of the courses enrolled in the succeeding two consecutive semesters.
4. All other policies specific to the program and school/college will take effect.

## **I. RETENTION POLICIES**

### **SCHOOL OF ARTS AND SCIENCES**

#### **BA COMMUNICATION PROGRAM EFFECTIVE SCHOOL YEAR 2022-2023**

##### **Four-Year Program**

1. A student must achieve 50% passing percentage for General Education courses and 60% for major courses.
2. A student will be placed under academic probation in case of 30% failure of the total academic units enrolled in the current school year. On the other hand, an academic warning will be issued to a student with a failing grade in any semester. In both cases, the student will undergo intervention activities to ensure improvement in his/her academic performance which include the following:
  - a. Academic consultation
  - b. Tutorial sessions and /or study groups organized by the Communicators' League
  - c. Referral to the Guidance Office, as needed
3. A student in academic probation shall be placed under the individual program of study (IPOS) for close monitoring. Under the IPOS arrangement, a student may be subjected to deloading, 6 units' maximum, as applicable.
4. A student shall no longer be admitted to the program on the following grounds:
  - a. If he/she fails, the same major course twice
  - b. If he/she incurs a failing grade in any of his/her major courses following an academic probation status.
5. A 4th year student in good standing shall be eligible to enroll in the Internship Program and comply with the requirements and guidelines stipulated in the Internship Manual. Termination of internship by the company shall merit zero (0) contact hours and the student shall begin again in another internship site. The Certificate of Completion is a requirement to pass the course.
6. A 4th year student is required to take the Senior Examination during his/her terminal semester. This serves as one of the indirect measures in the program assessment plan for Communication and a requirement for graduation clearance.
7. The program time limit is 4 years to 6 years' maximum.

##### **HAU Expanded Learning Program (HELP)**

The BA Communication Program offers the HAU Expanded Learning Program (HELP) for working students, professionals, and second program takers to pursue a degree in Communication following their preferred schedule and flexibility in terms of time and resources. The program allows them to take

courses at their self-propelling pace, which empowers students with the ability to customize their curriculum where they are given options to choose their study loads and take active involvement in their completion.

1. Implement an individual program of study (IPOS) with a minimum of 12 units per semester compliant to pre-requisite policies.
2. Enroll in the Internship Program after completing all the academic units following the requirements and guidelines provided in the Internship Manual. The internship program can be enrolled as a co-requisite of Thesis 2 during the terminal semester.
3. For the thesis requirement, a student may opt to undertake individual research or work with a group.
4. Provisions for honors and awards as stipulated in the College Student Handbook shall be applied to the HELP Program.
5. Provisions on the retention policies of the four-year degree program shall be applied to the HELP Program except for program time limits.
6. Program time limit is determined by the IPOS.

**Revised May 2022**

#### **RETENTION POLICIES**

#### **AB PSYCHOLOGY AND BS PSYCHOLOGY PROGRAMS EFFECTIVE SCHOOL YEAR 2023-2024**

1. A student must achieve a 50% passing percentage for General Education courses and 60% for basic and professional courses except for the board courses and Synthesis in Psychology. The minimum grade for basic and professional courses is 2.50 (79%-81%).
2. The passing grade for Synthesis in Psychology and the board courses, namely, *Developmental Psychology*, *Abnormal Psychology*, *Psychological Assessment 1 & 2*, and *Industrial- Organizational Psychology* is 75%.
3. A student will be placed under academic probation on the following grounds:
  - a) Obtained a grade lower than 2.50 in any of the basic and professional courses.
  - b) Failed 30% of the total academic units enrolled in the current school year.

Further, an academic warning will be issued to a student with a failing grade in any semester. In both cases, the student will undergo intervention activities to ensure improvement in his/her academic performance which include the following:

- a) Academic consultation
- b) Tutorial sessions and/or study groups organized by the Psychology Society
- c) Referral to the Guidance Office, as needed.

4. A student on academic probation shall be closely monitored every semester by the Program Chairperson/ Coordinator. He/She may be subjected to deloading, maximum of six (6) units, as applicable.
5. Incoming second-year regular students and those who completed and passed the five (5) basic courses for shifters, transferees and returning students are required to take the qualifying examination which will be administered three (3) weeks after the final examinations.
  - a) The examination will cover the following basic courses, namely, Introduction to Psychology, Psychological Statistics, Experimental Psychology, Developmental Psychology, and Theories of Personality.
  - b) The passing grade for the qualifying examination is 75% overall rating and per subject course rating not lower than 70%.
  - c) A one-time revalida will be administered on failed course/s a week after the release of results.
6. A third-year student in good standing shall be eligible to enroll in the Practicum Program and comply with the requirements and guidelines stipulated in the Practicum Manual. Termination of practicum by the company shall merit zero (0) contact hours and the student shall begin again at another practicum site. The Certificate of Completion is a requirement to pass the subject course.
7. Graduating students must take the Mock Board Examination, and the result will form part of their grades in Synthesis in Psychology (SYNPSY).
  - a) The examination will cover the **board courses**, namely, *Developmental Psychology, Abnormal Psychology, Psychological Assessment 1 & 2, and Industrial- Organizational Psychology*.
  - b) The passing grade for the Mock Board Examination is 75% overall rating and per subject course rating not lower than 70%.
  - c) A one-time revalida test will be administered on failed course/s a week after the release of results.
8. A student shall no longer be admitted to the program on the following grounds:
  - a) If he/she incurs a failed grade in any of the five (5) basic courses (*Introduction to Psychology, Psychological Statistics, Theories of Personality, Experimental Psychology, and Developmental Psychology*).
  - b) If he/she incurs a grade lower than 2.50 in any of the basic or professional courses for two (2) consecutive semesters.
  - c) If he/she incurs a failed grade in any of the basic and professional courses following an academic probation status.
  - d) If he/she incurs a failed rating after the one-time revalida.
9. The program time limit is three (3) years and one (1) summer term to four (4) years maximum.

Revised May 2023

## SCHOOL OF EDUCATION RETENTION POLICIES

1. A student who decides to earn a degree in the BEED, BSNED and BPEd should have an average of 2.50 in all subjects/courses in the 1<sup>st</sup> year Level.
2. A student who chose to earn a degree in the BSED program, must pass all the subjects/ courses in the 1<sup>st</sup> year level and the placement examination of his/her chosen area of specialization to advance to the 2<sup>nd</sup> year Level. If he/she fails the placement examination, he/she will be advised to shift to another major.
3. A student with a grade of 3.0, 5.0 (Failed), 6.0 (Failure due to Absences), 8.0 (Unofficial withdrawal), or 9.0 (Dropped) shall be required to report to the Program Chairperson for consultation/counseling before being allowed to enroll in the succeeding semester. After consultation/counseling, the student will be issued an advisement slip/academic counseling form to be presented as a requirement for enrollment in the succeeding semester.
4. A student with a failing mark is allowed to repeat the subject/course only once. If the student fails the same subject/course twice, he/she shall be advised to shift to another program.
5. A student shall be allowed to drop all subjects/courses only twice; after which he/she shall be advised to shift to another program.
6. A full time student should complete his/her course for a maximum of five (5) years or ten (10) semesters. If after the program time limit, the only required subject for graduation is Teaching Internship, he/she will be given a maximum of one year to complete the degree.
  - \* *Students who are working outside of HAU are required to enroll a maximum of 15 units only per semester and are given a program time limit of 6 years.*
7. Any student who incurs a grade of 3.0 in a minimum of three (3) subjects/courses or a combination of 3.0, 5.0, 6.0, 8.0 and 9.0. in a given semester shall be placed under academic probation and shall be deloaded six (6) units in the succeeding semester. He/She can revert to a maximum unit-load if an improvement in academic performance is evidenced by a passing mark of 2.75 and above in all subjects/courses enrolled. The deloading shall still be in effect should he/she incur grades of 3.0.

However, the student shall no longer be admitted to the Program if he/she continues to incur a grade of 5.0, 6.0 or 8.0 in any of his/her subjects while on academic probation.
8. A student who incurs eighteen (18) units of failures (5.0, 8.0, 9.0) within three to four (3-4) semesters shall be advised to shift to another program.
9. Shiftees and transferees are automatically placed on academic notice upon admission to the program. If he/she incurs one (1) or two (2) failing marks in his/her first semester in the school, he/she shall be placed under academic probation.

10. Unofficial withdrawal (UW) in all subjects/courses within a semester will disqualify the student for readmission.

Note: To be allowed to enroll in Teaching Internship, a student must have:

1. taken and completed Catechetical Instruction, integrated under the New Literacy subject;
2. passed the comprehensive examination given by the office; and
3. passed all subjects from 1st Year, 1st Semester to 4th Year, 1st Semester.

**Revised April 2022**

## **SCHOOL OF BUSINESS AND ACCOUNTANCY**

### **RETENTION POLICIES**

Pursuant to the vision of the School of Business and Accountancy on the upliftment of the quality of accountancy and business education and in order to meet the challenges of producing professionals who acquire the ability to think critically and judge logically on making decisions and communicating effectively, possess competence in specialized areas of accounting and business, and be conversant in information technology, the School adopts the following admissions and on-boarding policies:

#### **I. Admission and On-Boarding Policies for Bachelor of Science in Accountancy Program**

##### **A. Policies on Admission and On-Boarding**

A student is initially admitted either to the Bachelor of Science in Management Accounting (BSMA) program or to the Bachelor of Science in Internal Auditing (BSIA) program, subject to the admission and retention policies of both programs under part II, and is on-boarded to the Bachelor of Science in Accountancy (BSA) program upon completion of the requirements stated in this admission and on-boarding policy. A student, regardless of on-boarding status, will be conferred with a non-board examination degree (BSMA or BSIA) after the first semester of the fourth year in the program. Those who will be on-boarded continue the program as BSA students for another two semesters.

Across all evaluation periods, a student is given two chances to comply with the set of grade requirements. The following terms are utilized for classification of the student's status in relation to the on-boarding policies:

1. Candidate – a student is classified with a “Candidate” status if all the requirements on all evaluation periods are satisfied.
2. Probationary – a student is classified with a “Probationary” status if one of the requirements per evaluation period is not satisfied, given that the student previously holds a “candidate” status on the previous evaluation. This excludes the “no failure in any subject” requirement.

3. Non-candidate – a student is classified with a “Non-candidate” status if two of the requirements per evaluation period are not satisfied, given that the student holds a “candidate” status on the previous evaluation. A student may also be classified with a “non-candidate” status if one of the requirements per evaluation period is not satisfied, given that the student previously holds a “probationary” status. A student may also be classified with a “non-candidate” status if the “no failure in any subject” requirement is not satisfied, regardless of the previous status.

Evaluation and update of status of students is done every semester. A student carries said status moving forward with the program.

### **First Year**

A student must have been qualified for enrolment as determined by the Admission Office and the School of Business and Accountancy.

### **Second Year**

A student maintains candidate status for incoming second year upon meeting the following requirements as of first year in college:

1. No failure in any subject;
2. A minimum weighted grade point average of 2.25 in XFUNAC and XPACOAC (Fundamentals of Accounting and Accounting for Partnerships and Corporations) and with no grade lower than 2.50 on both subjects.
3. A minimum weighted point average of 2.50 for all first year subjects (excluding PE and NSTP).

### **Third Year**

A student maintains candidate status in the program for incoming third year upon meeting the following requirements as of second year in college:

1. No failure in any subject already taken up from the previous year level;
2. No grade lower than 2.50 for all second year Accounting, Taxation and Business Law subjects;
3. Must take the first on-boarding examinations during the semestral break of second year, subject to the On-Boarding Examination Policies stated on part B of this policy.

### **Fourth Year**

A student maintains candidate status in the program for incoming fourth year upon meeting the following requirements as of third year in college:

1. No failure in any subject already taken up from the previous year level;
2. No grade lower than 2.50 for all third year Accounting, Taxation and Business Law subjects;
3. Must take the second on-boarding examinations during the semestral break of third year, subject to the On-Boarding Examination Policies stated on part B of this policy.

### **Terminal Year**

A. student becomes part of the BSA program upon meeting the following requirements prior to on-boarding:

1. No failure in any subject already taken up from the previous year level;
2. No grade lower than 2.50 for all fourth year Accounting, Taxation and Business Law subjects;
3. Must take the third on-boarding examinations during the semestral break of fourth year, subject to the On-Boarding Examination Policies stated on part B of this policy.
4. Pass all three sets of on-boarding examinations.

If a student did not get a passing mark in any of the on-boarding examinations during the period in which they are prescribed to be taken, he/she may take the next set of scheduled on-boarding examinations. The student may take all on-boarding examinations that he/she is allowed to take based on his/her year level standing within the program. A student will not be on-boarded to the BSA program unless a passing mark is achieved on all three sets of on-boarding examinations.

### **B. Policies on On-Boarding Examinations**

1. A student will be allowed to take the on-boarding examinations:
  - 1.1 Upon meeting all the minimum requirements as stated in the Admission and On-Boarding Policies of the Accountancy Program;
  - 1.2 Upon submission of the following requirements:
    - a. Duly accomplished Notice of Admission (NOA);
    - b. Comprehensive copy of grades as issued by the ITSS or a print screen of the copy of grades generated from Campus++;
    - c. Official receipt for the payment of the on-boarding examination fee.
2. A student must take and pass all three sets of on-boarding examinations for incoming BSA prior to the admission in the program.
3. A student who did not achieve a passing mark in any of the on-boarding examinations will be evaluated by the department to determine his/her eligibility to take the next set of scheduled on-boarding examinations.
4. A student who submitted either falsified or misrepresented requirements shall be subject to having a “non-candidate” status on the Accountancy Program.

### **C. Requirements for Graduation in the BSA Program**

A BSA student must pass a comprehensive examination as part of the requirement for graduation. A student who finishes the BSA program shall be conferred the degree of Bachelor of Science in Accountancy, which qualifies him/her to take the CPA Licensure Examination.

Comprehensive examination is provided before the end of each semester. In case a student did not get a passing mark, a student can take the next scheduled comprehensive examination(s) until he gets a passing mark.

#### **D. Transferees, Shifters, Irregular and Graduates from Other Courses**

Transferees from other academic institutions in the same course shall observe the same admission and on-boarding requirements and their admission requires appropriate action of the Dean. The student shall be evaluated by the Program Chairperson to assess the applicant's status within the program.

Shifters and graduates of other courses seeking admission to the BSA program must meet the following requirements:

1. Applicants must have either a "candidate" or "probationary" status after evaluation in line with the admission and on-boarding policies of Holy Angel University BSA program.
2. Applicants must present a copy of grades or transcript of records of the previous course taken and subject to program status assessment by the Program Chairperson.

Irregular students must have taken all the same accounting, taxation and business law subjects required to regular students before taking the on-boarding examination.

### **II. Admission and Retention Policies for the Programs Bachelor of Science in Management Accounting and Bachelor of Science in Internal Auditing.**

#### **A. Policies on Admission and Retention**

##### **First Year**

A student must have been qualified for enrolment as determined by the Admission Office and the School of Business and Accountancy.

##### **Second Year**

An incoming second year student who fails any of his/her Major Subjects (XFUNAC or XPACOAC) is on probation for the next semester. Should the student fail again on any of the first year major subjects, he/she will be advised to shift to another degree program outside the department.

##### **Third Year**

Before the start of the summer term, a student may opt to continue with his/her enrolled program or may shift to the other non-board program. Shifting to the other non-board program will not require any additional course up to this point.

#### **B. Transferees, Shifters and Graduates from Other Courses**

Transferees from other academic institutions in the same course shall observe the same admission and retention requirements and their admission requires appropriate action of the Dean. The student shall be evaluated by the Program Chairperson to assess the applicant's status within the program.

Shifters and graduates of other courses seeking admission to the BSMA or BSIA must meet the following requirements:

1. Applicants must present a copy of grades or transcript of records of the previous course taken and subject to program status assessment by the Program Chairperson.
2. Related retention policy shall be observed as well.

**III. Admission and Retention Policies for Bachelor of Science in Business Administration (BSBA) Major in Business Management, Marketing Management, Human Resources and Development Management, Financial Management and Legal Management**

**A. Policies on Admission and Retention**

**First Year**

1. A student must be qualified for enrolment as determined by the Admission Office and the Dean's Office (for transferees) of the School of Business and Accountancy. Shifting within the school year is allowed subject to the approval of the Dean and the Registrar.

**Second Year**

2. A student who fails any FUNDAMENTAL MANAGEMENT subject (Marketing Management, Human Resource Management, Financial Management and Operations Management with TQM) twice will be put on probation in the succeeding semester. Probationary status is lifted once a student passes the subject. If the student still gets a failing mark on his or her 3rd attempt, he or she will be recommended to shift to another program. Shifting within the school year is allowed subject to the approval of the Dean and the Registrar.

**Third Year**

3. A student who fails more than 50% of the major Management subjects will be advised to shift to another program. Shifting within the school year is allowed subject to the approval of the Dean and the Registrar.

**Fourth Year**

4. A comprehensive exam will be given in the terminal year, subject to the completion of fundamental subjects such as Marketing Management, Human Resource Management, Financial Management, and Operations Management with Total Quality Management. Only students who passed the fundamental subjects will be allowed to take the exam.
5. Enrollment to PRACTWORK2 is subject to the completion of PRACTWORK1.

**B. Policies on the Comprehensive Examination**

A BSBA student must pass a comprehensive examination as part of the requirement for graduation.

Comprehensive examination is provided before the end of each semester. In case a student did not get a passing mark, a student can take the next scheduled comprehensive examination(s) until he gets a passing mark.

1. A student will be allowed to take the Comprehensive Examination if:
    - He passed the fundamental subjects in Management (Marketing Management, Human Resource Management, Financial Management, and Operations Management with Total Quality Management).
    - Upon submission of the following requirements:
      - a. Copy of grades issued by the ITSS with a passing grade in the four fundamental subjects in Management.
      - b. Official receipt for the payment of the Comprehensive Exam.
    - The Comprehensive Examinations covers the following subjects:
      - a. Marketing Management
      - b. Human Resources Management
      - c. Financial Management
      - d. Operations Management with Total Quality Management
      - e. One Professional subject in the student's degree program
  2. A student who submitted either falsified or misrepresented documents shall be disqualified from all the Management programs.
- C. Transferees from other schools shall observe the same admission and retention requirements and their admission requires appropriate action of the Dean. Shifters from other degree programs seeking admission to any BSBA program must meet the following requirements:**
1. For Shifters, applicants must secure an evaluation from the Registrar's office and present his/her copy of grades of the previous course that he/she took for the Dean to make an assessment.
  2. For Transferees, applicants must present his/her transcript of records and course description to enable the Dean to make an assessment.

**Revised May 2020**

## **COLLEGE OF CRIMINAL JUSTICE EDUCATION AND FORENSICS**

### **RETENTION POLICY**

#### **BS CRIMINOLOGY**

1. Incoming Freshmen. A student must have been qualified for enrolment as determined by the Admission Office.
2. Academic Advisement. A student with a grade of 3.0, 5.0 (Failed), 6.0 (Failure due to Absences), 8.0 (Unauthorized Withdrawal), or 9.0 (Dropped) in any subject shall be required to report to the program chair/coordinator for consultation and counseling before being allowed to enroll the following semester.
3. All students enrolling in the third-year level are required to take the qualifying examination conducted by the college.

Conditions in the qualifying examination to be conducted by the college:

- a. Students must pass the qualifying examination with a general average rating of 75% and no grade below 65% in all board-related courses before a student can be admitted to the third-year level.
- b. Students who failed in the qualifying examination must retake and pass the qualifying examination with a rating of 80% or better.
4. Students enrolling in the fourth-year level must have taken all the general education courses except those general education courses which are offered in the fourth year.
5. To qualify to enroll in the Internship (COJT 1 and 2), the student enrolling should be in 4th year standing.
6. All graduating students are required to take the Mock Board Examination / Online Review program and the result will form part of their grades in the COJT1 and COJT2 courses.

#### **Non-Admission to the Program (Out of The Program)**

A student shall no longer be admitted to the program on the following grounds:

- a. If he/she fails the same major/professional course for the second time
- b. If he/she fails the re-take of qualifying examination

#### **BACHELOR OF FORENSIC SCIENCE**

1. The failing grades are 5.0, 6.0 (FA), and 8.0 (UW) in all subjects.
2. Students who failed in one or two courses in any semester shall be given an academic warning under the supervision of the program chair/ coordinator. If a freshman fails 30% of the total academic units enrolled in the current school year, he/she will be placed on academic probation the following year.
3. Academic probation starts at the second-year level of students, and they will be placed under the individual program of study (IPOS).
4. Other than the regular Summer term offerings, subjects offered during the Summer Term are those that the students failed during the regular semester in no way should the student be allowed to take advanced courses.
5. Academic probation is lifted when the student's cumulative grade point average reaches the required minimum for the program and the student has not failed any of the courses enrolled in the succeeding two consecutive semesters.

**Revised March 2022**

## SCHOOL OF ENGINEERING AND ARCHITECTURE

D1. Aeronautical Engineering, Civil Engineering, Electronics Engineering, Electrical Engineering, and Mechanical Engineering

1. A first year student who failed in CALC1 and/or CHEMENG in any given semester will be given an academic warning under the supervision of the program chair/coordinator in the following semester. A student can be placed under probation the following year once he/she has failed in CALC1 or CHEMENG twice. Should he/she failed again in the same subject during the probationary period, he/she will be advised to shift to a non-board degree program of the school (college) or degree program offered outside the school (college). Similarly, a first year student who failed in CALC2 and/or EPHYSICS will be given academic warning under the supervision of the program chair/coordinator the following semester. A student can be placed under probation the following year once he/she has failed in CALC2 or EPHYSICS twice. Should he/she failed again in the same subject during the probationary period, he/she will be advised to shift to a non-board degree program of the school (college) or degree program offered outside the school (college).
2. A second year student who failed in DIFEQNS in any given semester will be given an academic warning under the supervision of the program chair/coordinator in the following semester. A student will be placed under probation the following year once he/she has failed DIFEQNS twice. Should he/she failed again in the same subject during the probationary period, he/she will be advised to shift to a non-board degree program of the school (college) or degree program offered outside the school (college).

If a second year student fails DIFEQNS in any given semester and has been under probationary status during the previous semesters, he/she will be put under probation again in the following semester. Should he/she failed again in the same subject during the probationary period, the student will be advised to shift to a non-board degree program of the school (college) or degree program offered outside the school (college).

Similarly, a second year student who failed in ADVMATH-ME/ ADVENGMATH/EENGMATH in any given semester will be given an academic warning under the supervision of the program chair/coordinator in the following semester. A student will be placed under probation the following year once he/she has failed ADVMATH-ME/ ADVENGMATH / EENGMATH twice. Should he/she failed again in the same subject during the probationary period, he/she will be advised to shift to a non-board degree program of the school (college) or degree program offered outside the school (college).

If a second year student fails ADVMATH-ME/ADVENGMATH/EENGMATH in any given semester and has been under probationary status during the previous semesters, he/she will be put under probation in the following semester. Should he/she failed again in the same subject during the probationary period, the student will be advised to shift to a non-board degree program of the school (college) or degree program offered outside the school (college).

3. A student in his/her Third and Fourth Year levels will be de-loaded a minimum of six (6) units, should he/she fail in any three (3) of his/her Professional Courses.
4. A Third Year and Fourth Year student who failed the same Professional Courses for the third time shall be advised to shift to a Non-Board degree program of the School or degree program offered outside the School.
5. The General Engineering Department will have to provide review, tutorials and/or other academic support programs to assist the students who received academic warnings.
6. A student under probation will be assigned with an academic adviser to ensure the student's performance will improve following all academic interventions set by the department/program.
7. A student under probation for two or more times or a student who was de-loaded will be closely monitored by the previously assigned academic adviser to ensure the student's performance will improve following all academic interventions set by the department. In addition, the student should regularly meet the academic adviser every week for academic advising.
8. A student will be allowed to shift the following semester from Non-Board degree program to Board degree program if he/she passed all his/her courses stipulated on the Non-Board degree program curricula of the previous semester and accepted by the board degree program chairperson. In addition, the student should have incurred only a failing mark on at most one (1) General Engineering Mathematics or General Engineering Sciences courses.
9. A transferee from another school/university should be admitted under probationary status if the student has failing mark/s on any General Engineering Mathematics and General Engineering Sciences courses.
10. The probationary status of a student will be lifted once he/she passed the course(s) which made him/her probationary.

## D2. Architecture

### Retention Policy for the Architecture Students

1. **Retention Policy for 1<sup>st</sup> year:** A First Year student who failed in any two of the following courses: ARDESIGN1, AGRAPHICS1, AVISTECH1, ARHISTORY1, ARORDES, ARTHEORY1 and SOLIDMEN in his/her first semester and similarly, ARDESIGN2, AGRAPHICS2, AVISTECH2, AINTERIORS, ARTHEORY2 and DIFFINTCALC in his/her second semester will be given an academic warning under the supervision of the Program Chair. The Architecture Department will have to provide review, tutorials and / or other academic support programs to assist the student. In case he/she failed again in any of these courses for the 2<sup>nd</sup> time, he/she will be de-loaded with a minimum of 3 units depending on the Program Chair's advice. Should the student failed again in any of these courses for the 3<sup>rd</sup> time, he/she will be advised to shift to a non-board degree in the University.

2. **Retention Policy for 2<sup>nd</sup> year:** A Second Year student who failed in any two of the following courses: ARDESIGN3, AVISTECH3, BILDTECH1, BILDUTIL1, ARHISTORY2 and ENVISCI in his 3rd semester and similarly, ARDESIGN4, BILDTECH2, ARHISTORY3, TROPICDES, SURVEYING and STATICS-AR in his/her 4th semester will be given an academic warning under the supervision of the Program Chair. The Architecture Department will have to provide review, tutorials and / or other academic support programs to assist the student. In case he/she failed again in any of these courses for the 2<sup>nd</sup> time, he/she will be de-loaded with a minimum of 3 units depending on the Program Chair's advice. Should the student failed again in any of these courses for the 3<sup>rd</sup> time, he/she will be advised to shift to a non-board degree in the University.
3. **Architecture Comprehensive Exams:** An Architecture student who is in his / her 4th year standing and before his / her entry to 5th year level must take up an Architecture Comprehensive Exam (ACE). The student should have already passed COMPRE, ARDESIGN8, RESMETHAR, ARPLAN3, BILDTECH5, HOUSE, ARSTRUCTS and other professional courses until 4th year level to be qualified to take up the exams. If the student failed, he / she will be allowed to retake the exam. If the same student failed again on the retake, he / she will be advised for a de-loading of 6 units in the 5th year, 1st semester to allow the student to focus on the courses enrolled. Shall the same student do not fail any of the courses enrolled in the 5th year, 1st semester, he / she will be recommended to overload the remaining 6 units on the 5th year, 2nd semester to ensure graduation on time. Likewise, the same student will be assigned an academic adviser to ensure the student's performance will improve prior to his / her graduation.

### D3. Computer Engineering and Industrial Engineering

1. A first year student who failed in CALC1 and CHEMENG in any given semester shall be given academic warning under the supervision of the program chair/coordinator in the following semester. Similarly, a first year student who failed in the following courses: CALC2 and EPHYSICS in his/her succeeding semester shall be given academic warning in the following semester. Should he/she fail his/her CALC1, CHEMENG, CALC2, or EPHYSICS on his/her 2<sup>nd</sup> year, he/she will be put under academic probation. Should he/she fail the said courses for a second time during his/her probationary period, he/she will be advised to shift to a degree program offered outside the school.
2. A student in his/her Third and Fourth Year levels will be de-loaded a minimum of six (6) units, should he/she fail in any three (3) of his/her Professional Courses.
3. A Third Year and Fourth Year student who failed the same Professional Courses for the third time shall be advised to shift to a degree program offered outside the School.
4. The General Engineering Department will have to provide review, tutorials and/or other academic support programs to assist the students who received academic warnings.

5. A student under probation will be assigned with an academic adviser to ensure the student's performance will improve following all academic interventions set by the department/program.
6. A student under probation for two or more times or a student who was de-loaded will be closely monitored by the previously assigned academic adviser to ensure the student's performance will improve following all academic interventions set by the department. In addition, the student should regularly meet the academic adviser every week for academic advising.
7. A transferee from another school/university should be admitted under probationary status if the student has failing mark/s on any General Engineering Mathematics and General Engineering Sciences courses.
8. The probationary status of a student will be lifted once he/she passed the course(s) which made him/her probationary.

**Revised: May 2021**

## **SCHOOL OF COMPUTING**

The School of Computing (SoC) establishes standards and guidelines that must be addressed to ensure the education and experiences received by SoC graduates are of adequate quality. The retention policy requires that the criteria and policies for academic progress, probation, remediation, and dismissal be stated and readily available. Progression policies specify the conditions under which a student cannot proceed in the curriculum. These generally include remediation of a specific course, repeat of a semester or a year, or dismissal from the program. Academic policies exist to ensure that faculty members and students understand the expectations for academic success, that the college or school administration is consistent in its approach to addressing academic progression among students, and that the high academic standards dictated by the profession are maintained.

### **Retention Policy:**

1. Students taking up B.S. Computer Science is allowed to retake a major subject twice only. Should a student fail thrice in any professional course said student will be asked to shift to B.S. Information Technology, B.S. Entertainment and Multimedia Computing or any program of his choice outside the B.S. Computer Science program.
2. Students taking up B.S Information Technology and B.S. Entertainment and Multimedia Computing are allowed to retake a subject thrice only. If a student fails more than thrice in any professional subject, said student will be asked to shift to any program of his choice outside of the School of Computing.
3. Students will be advised to shift to another program if he/she will obtain 50% failing grades regardless of units enrolled except for practicum, thesis, and capstone courses.
4. Students taking up BS Cybersecurity + PSM in Cyber Security shall follow the retention policy based on CHED CMO No. 15 Series of 2019, under the

Policies Standards and guidelines for Graduate Programs with straight Bachelor-Master's (SBM) Program, it states that "The SBM program shall be designed as an honors program and thus, the HEI must have strict admission and retention policies. Students must be enrolled full-time and dropping of courses/subjects is not allowed. Students who fail at least one (1) course/subject shall automatically be disqualified from the program and can only pursue the regular bachelor's program." Thus, if a student enrolled in the BSC + PSM program fails a course/subject, he or she will be dropped from the program and may only enroll in the regular BSC/BSCS/BSIT/BSEMC programs.

In addition, according to CHED CMO No. 15 Series of 2019, "The maximum number of years to complete the program is five (5) years. If students are not able to complete the program within the five-year period, the students automatically enter the regular bachelor's degree program." If a student does not complete the program within five years, he or she will be automatically transferred to a regular BSC, BSCS, BSIT, or BSEMC program.

**Revised May 2022**

### **SCHOOL OF NURSING AND ALLIED MEDICAL SCIENCES**

The following rules and standards of retention shall be strictly observed:

1. A student with a general weighted average of 75% or better qualifies for admission in the following semester.
2. Academic probation starts in the second year level of students and they will be placed under the individual program of study (IPOS).
3. Non-Admission to the Program (Out of the Program):
  - A student shall no longer be admitted to the program on the following grounds:
    1. failing grades in more than 30% of the total academic load enrolled in during the preceding semester; and
    2. failing the same major/professional subject for the third time.
4. All theoretical components and related learning experience (RLE) of the professional subjects must be passed. Failure in the theoretical component means repeating both the lecture and its corresponding RLE (BSN).
5. If a student passes the theoretical component but fails in RLE, the students will repeat RLE (BSN).
6. All absences in RLE or internship in a particular semester must be completed prior to promotion to the next semester (All Programs).
7. BS Radiologic Technology (BSRT) and BS Medical Technology (BSMT) students must pass all the general and professional education subjects before taking the internship program.
1. A student can be placed under probationary status only once. Otherwise, he will no longer be admitted to the program.

**Revised August 2018**

## **SCHOOL OF HOSPITALITY AND TOURISM MANAGEMENT**

1. The failing grades are 5.0, 6.0 (FA) and 8.0 (UW) in all subjects.
2. Students who failed in one or two courses in any semester shall be given an academic warning under the supervision of the program chair/coordinator. If a freshman fails 30% of the total academic unit enrolled in the current school year, he/she will be placed on academic probation the following year.
3. Academic probation starts in the second year level of students and they will be placed under the individual program of study (IPOS).
4. Other than the regular Summer offerings, subjects offered during the Summer Term are those that the students failed during the regular semester. In no way should students be allowed to take advanced courses.
5. Academic probation is lifted when the students' cumulative grade point average reaches the required minimum for the program and that the student has not failed any of the courses enrolled in the succeeding two consecutive semesters.

**Revised August 2018**

## **WITHDRAWAL FROM THE UNIVERSITY**

Transfer Credentials will be released provided admission credentials such as Form 137 or Original Transcript of Records are on file with the Registrar's Office. Students seeking honorable dismissal from the University must observe the following procedure:

1. Secure and fill out an application form for Honorable Dismissal/ Transfer Credential from the Registrar's Office.
2. Obtain clearance from all units indicated in the Application/ Clearance form.
3. Pay at the Finance Office all the charges for preparation and transmittal of the transcript of records to the school or college where the student will enroll.
4. Get Certificate of Good Moral Character from the Student Conduct Office.
5. Submit duly accomplished application/clearance form, required documentary stamp, and official receipt at the Registrar's Office.
6. Claim Certificate of Transfer and other related documents.
7. Transcripts of Records are sent directly to the institution designated by the student in the request.

### **TRANSCRIPT OF RECORDS**

Transcript of Records will be released provided admission credentials such as Form 137 or Original Transcript of Records are on file with the Registrar's Office.

No transcript of records will be issued to any student applying for the same, unless he/she is cleared by the Finance Office.

Transcripts of Records are released/issued after:

- A. Two (2) working days for Express Lane processing.
- B. Seven (7) working days for regular processing.
- C. Graduation Ceremony:
  - C.1 First Semester – Seven (7) working days
  - C.2 Second Semester – Twenty-One (21) working days

**Revised May 2023**



## **Policies Relating to Standards of Conduct on Campus**

### **STUDENT CODE OF CONDUCT AND PROCEDURES**

The Student Code of Conduct and Procedures was designed to serve as a guide to Holy Angel University students, not to punish wrongdoing but to help students be more mindful and responsible for their behavior.

The Office of Student Affairs (OSA) is responsible for the maintenance of student discipline. When a violation warrants the convening of a Board of Discipline (BOD), which shall conduct the appropriate investigation and hearing, and shall make recommendations to the respondent's Dean.

#### **1. Rules on Behavior**

##### **1.1 Catholic Identity**

Students are expected to conduct themselves in accordance with the Christian values espoused by the University as a Catholic institution. Regardless of their religious affiliation, all students are encouraged to attend and observe all religious activities on campus.

#### **1. 2 On School Uniform and Personal Attire**

**1.2.1** The official/prescribed uniform for **FEMALE COLLEGE STUDENTS** consists of the following: gray checkered skirt, white blouse with tie and closed black shoes. The exact measurements/specifications are described below: (See Appendix A for illustrations)

- The skirt must be three (3) inches below the knee
- Blouse must be straight-cut, length must be seven (7) inches (from the navel) and the sleeves must be two (2) inches above the elbow
- A HAU ID Card must be properly worn at all times while on campus.

Note: The fabric for the checkered skirt and white blouse may be purchased at HAU ISSI Bookstore.

Note: Wearing piercings and tattoos is not allowed.

**1.2.2** The official/prescribed uniform for **MALE COLLEGE STUDENTS** consists of the following: white polo shirt, black pants, closed black shoes with socks. The polo shirt should be straight-cut (not body-hugging) with length of seven (7) inches below the navel. Denim (maong) versions of the pants are not allowed. (See Appendix A for illustrations)

Note: Wearing of earrings, piercings and tattoos is not allowed.

Note: Shoulder-length hair must be tied or clipped to keep it in place.

1.2.3 Cross-dressing is strictly prohibited for male and female students, including on non-uniform days.

1.2.4 The HAU ID card must be conspicuously worn at all times while on campus.

1.2.5 Only black leather/synthetic-leather shoes are allowed. Rubber shoes, even when closed (e.g., Crocs, etc.), are not allowed.

1.2.6 The following schools/colleges have their respective unique uniforms for compliance by their own students (See Appendices for details):

- All students of the School of Nursing and Allied Medical Sciences (SNAMS)
- All students of the College of Criminal Justice Education and Forensics (CCJEF)
- Senior (graduating) students of the School of Education (SEd).
- All students of the Aeronautical Engineering Department
- All students of the Architecture Department
- Students taking laboratory subjects and in-house practicum in the School of Hospitality and Tourism Management (SHTM)

1.2.7 Students in their PE uniform will not be allowed to attend academic classes. From the gym, they have to change into their prescribed uniforms.

The following may be exempted from wearing the prescribed uniform:

1.3.1 Pregnant students when pregnancy becomes evident. They must submit the following to the Office of Student Affairs (OSA):

- Certificate of pregnancy from the University Physician
- Photocopy of ultrasound results
- Marriage Contract (If married).

Note: Unmarried pregnant students must bring their parents/guardian to the OSA

1.3.2 Students with a full-time job. They must submit the following to OSA:

- Original copy of Certificate of Employment signed by employer
- Photocopy of company I.D. (showing both sides)
- Two (2) 1"x1" photos

Note: Full-time employed students are allowed to wear the company uniform on campus, on the presumption they have come directly from the workplace. In cases where the company does not have a prescribed office uniform, the working student may be allowed to come to school in civilian clothes provided the attire is in accordance with the proper dress code set by the University.

1. 4 Wednesdays and Saturdays are non-uniform days, i.e., students are allowed to come in civilian clothes. This, however, does not apply to students of the School of Nursing and Allied Medical Sciences (SNAMS) and College of Criminal Justice Education and Forensics (CCJEF). Modesty must be strictly observed and cross-dressing is still prohibited. The following are not allowed to be worn on campus: (see illustrations in Appendix A)

<b>Not allowed for men</b>	<b>Not allowed for female</b>
Shorts	Shorts/ tokong shorts
Sando/Back shirt	Sleeveless or hanging
Slippers	Off-Shoulder blouses/shirts
Tattered/Ripped Denims	blouse/dress/Crop top
Tokong Shorts	Mini skirt
	Slippers and wooden shoes
	Tattered/Ripped Denims Leggings
	Backless Spaghetti straps
	Tube Dresses/Blouses

- 1.4.1 During the monsoon season, students coming from or through flooded areas may be allowed to come in rubber shoes, slippers, shorts and civilian clothes.

- 1.4.2 The security personnel manning the University entrances shall have the right and authority to refuse entry to students who are not wearing the prescribed uniform. All questions of interpretation of these policies shall be addressed to the Office of Student Affairs (OSA).

## **1. 5 On ID Requirements**

Every student will present his/her ID card to the Security Guard when entering the University.

1.5.1 Lost ID card must be reported immediately to the Office of Student Affairs with the following procedures:

- Secure a temporary gate pass from the Security Office. It shall be good only for 48 hours and is non-renewable.
- Secure a clearance from the Office of Student Affairs and proceed to the Finance Office to pay for the issuance of a new ID.
- Present receipt to ITSS where your picture is taken and a new ID will be issued.

1.5.2 No student will be allowed for ID replacement more than twice within the school year.

1.5.3 Three (3) losses of ID cards within the school year shall be considered major or minor offenses depending upon the circumstances of loss as evaluated by the Office of Student Affairs.

1.5.4 In case of confiscation due to violation, the student must secure a temporary gate pass from the Security Office or Office of Student Affairs. The gate pass is good for 48 hours; failure to reclaim confiscated ID within the specified time may be a basis for disciplinary action.

1.5.5 On forgotten ID, three (3) times to commit such an act may be cause for not allowing a student to enter the university.

## **1. 6 Orderliness, Cleanliness and Proper Use of Facilities**

Maintaining cleanliness in our University is everybody's responsibility. As responsible young adults, students are expected to keep the school premises clean and orderly through proper disposal of trash and proper use of facilities. Students should:

- 1.6.1 turn off lights, electric fans, and faucets when not needed, especially at dismissal time, during the last period;
- 1.6.2 exert utmost care and concern in handling and using laboratory equipment. Breakages, loss or damages, whether accidental or willful, shall be charged to the student/s concerned;
- 1.6.3 refrain from pulling/taking chairs and tables out of classrooms;
- 1.6.4 refrain from sitting on tables;
- 1.6.5 refrain from stepping on chairs/benches and tables;
- 1.6.6 refrain from eating in classrooms/laboratories, corridors and at the study area;
- 1.6.7 properly dispose of trash in the trash cans.

## **1.7 On Decency**

Proper conduct and behavior is expected from all students at all times and all places as befitting their status as members of a Catholic University. They should:

- 1.7.1 refrain from using curses and vulgar words and roughness in all aspects of behavior;
- 1.7.2 refrain from staying in unlighted places, inside parked vehicles and in vacant rooms;
- 1.7.3 refrain from public display of intimacy, whether inside or outside the University while in school uniform;
- 1.7.4 report cases described in the Republic Act No. 7877 (Anti-Sexual Harassment Act of 1995), to the Anti-Sexual Harassment Board or the Office of Student Affairs (Appendix B)
- 1.7.5 refrain from excessive use of loud/heavy hair coloring;

- 1.7.6 refrain from body piercing;
- 1.7.7 refrain (Female students) from wearing expensive jewelry and/or immodest fashion accessories (big dangling and/or multiple earrings);
- 1.7.8 refrain (Male students) from wearing earrings;
- 1.7.9 refrain (Male students) from having a length of hair beyond shoulder, especially if unkempt/untidy.
- 1.7.10 refrain from displaying body tattoos while inside the school premises.

#### **1.8 On Curfew**

Students are allowed to stay on campus during school days until 9:20 p.m. only. Requests for permission to stay on campus beyond the curfew hour must be filed at the Campus Services and Development Office at least a day before.

#### **1.9 On Respect for Others**

Concern and consideration for others are marks of an educated Christian person. Thus, loitering and talking aloud along the corridors during class sessions must be avoided or any act that may cause disturbance to others.

#### **1.10 On Behavior**

The University is a community, therefore all students are expected to act responsibly and accordingly and likewise mutual respect must be shown. The students are required to strictly observe rules and regulations and policies that may be introduced from time to time by the Office of Student Affairs or other authorized University officials or anybody that concerns maintaining peace and order of the University.

Without prejudice to the pertinent provisions of the laws, rules and regulations issued by the Commission on Higher Education (CHED) and the government, a student who commits any of the following non- exclusive offenses may after due investigation and proper hearing, be subject to the following appropriate disciplinary sanctions:

## TABLE OF OFFENSES AND CORRESPONDING SANCTIONS

Note: Sanctions can range from verbal warning to termination depending on the gravity of the offense.

### A. Offenses against Philippine Laws, Rules and Regulations

Offenses	Revised Sanction
A.1. Violation of Dangerous Drugs Law and other related laws, including but not limited to sale, use or possession of prohibited drugs and paraphernalia within or outside the University premises.	From Suspension to Exclusion for users and from Exclusion to Expulsion for pushers, depending on the gravity of the offense
A.2. Violation of Anti-Hazing Law under RA 8044, either within or outside the University premises (Appendix C)	From Suspension to Expulsion depending on the gravity of the offense
A.3. Sexual misconduct (Unwelcome sexual behavior / unwelcome sexual remarks)	From Exclusion to Expulsion depending on the gravity of the offense
A.4. Conviction of a criminal offense.	From Exclusion to Expulsion depending on the gravity of the offense
A.5. Disgraceful or immoral conduct, indecency or moral indiscretion committed within and outside the University premises.	From Suspension to Exclusion depending on the gravity of the offense
A.6. Possession of firearms, explosives and/or deadly weapons within the University premises or at any University function outside the campus	From Suspension to Exclusion depending on the gravity of the offense
A.7 Commission of other offenses within the campus punishable under the Revised Penal Code	From Suspension to Expulsion depending on the gravity of the offense
A.8. Gambling in any form.	From Undertaking to Exclusion depending on the gravity of the offense
A.9. Viewing, possessing, and distributing pornographic and subversive materials (on the internet, print media, video, compact disc) within the campus	From Suspension to Exclusion depending on the gravity of the offense
A.10. Violation of the Campus Journalism Act (Appendix D)	To be referred to the Grievance Committee that will be created by the Office of Student Affairs (OSA)
A.11. R.A.10173 - Data Privacy Act of 2012 Violation of Data Privacy Law	From Suspension to Expulsion depending on the gravity of the offense
A.12. Violation of R.A. 9514 Sec. 8 (i) a.k.a. Fire Code of the Phil. 2008 Giving false or malicious fire alarms is prohibited.	From Suspension to Expulsion depending on the gravity of the offense

A.13. Violation of R.A 11313 or the "Safe Streets and Public Spaces Act" seeks to prevent gender-based sexual harassment from occurring in streets, public places, online workplaces, and educational and training institutions. a.k.a Bawal Bastos Law ( cursing, wolf-whistling, catcalling, leering and intrusive gazing etc.).	From Suspension to Expulsion depending on the gravity of the offense
A.14 PD.1727 Declaring as unlawful the malicious dissemination of false information of the willful making any threat concerning Bombs, Explosive or any similar device or means of destruction.	From Suspension to Expulsion depending on the gravity of the offense

**B. Offenses against the University, its community members and its properties**

<b>Offenses</b>	<b>Revised Sanction</b>
B.1. Use of University name, property, or equipment for personal and/or commercial purposes or misrepresenting authority for and on behalf of the University.	From Suspension to Exclusion depending on the gravity of the offense
B.2. Any act which tends to discredit or malign the name of the University.	From Suspension to Exclusion depending on the gravity of the offense
B.3. Theft of the property of the University or any member of the University community.	From Suspension to Exclusion depending on the gravity of the offense
B.4. Making malicious, obscene or libelous statements about the person or vulgar language, gossips, anecdotes and insulting words or willful disrespect or any act of courtesy to any member of the University community or any person transacting business with the University within the campus or at official functions.	From Suspension to Exclusion depending on the gravity of the offense
B.5. Inflicting bodily injury to any member of the University Community.	From Suspension to Exclusion depending on the gravity of the offense
B.6. Embezzlement, malversation, and/or misappropriation of the funds or assets of the University and its duly recognized student councils, publications, and organizations	From Suspension to Exclusion depending on the gravity of the offense
B.7 Any act of falsification, declaration of untruthful statement or testimony, tampering, change and/or forgery committed on document/s and/or record/s including but not limited to that faculty grading records, student records, vouchers, receipts, tickets and the like for reimbursement of expenses or other school records, unauthorized use of scanned	From Suspension to Expulsion depending on the gravity of the offense

signature of university officials and/or possession of falsified or tampered document/s and/or record/ s; plagiarism; violation of intellectual property rights.	
B.8. Fraud or willful breach of trust in the conduct of one's job/responsibility.	From Suspension to Exclusion depending on the gravity of the offense
B.9. Negligence/infraction of University rules/procedures that results in loss, damage, and/or harm to school property/person or that compromises the safety of members of the University community	From Undertaking to Exclusion depending on the gravity of the offense
B.10. Threatening, intimidating, stalking, harassing or bullying any member of the university community, including the use of cyber and communications resources	From Suspension to Exclusion depending on the gravity of the offense
B.11. Abuse of authority/ responsibility	From Undertaking to Exclusion depending on the gravity of the offense
B.12. Participating in disorder or any illegal/ unauthorized conduct or activity	From Suspension to Exclusion depending on the gravity of the offense
B.13. Blackmailing or extorting money from a student, faculty or any member of the University community for whatever reason or purpose and whether or not the objective of extortion is accomplished.	From Suspension to Exclusion depending on the gravity of the offense
B.14. Misrepresentation - falsely representing another person; falsely assuming the identity of another person.	From Suspension to Expulsion depending on the gravity of the offense
B.15. Provoking fights/brawls between and/ or among community members inside or outside the campus whether or not with actual participation in the fights/ brawls	From Suspension to Exclusion depending on the gravity of the offense
B.16. Misuse of/ unauthorized use of University IT equipment and systems.	From Suspension to Expulsion depending on the gravity of the offense
B.17. Violation of Online Learning Instruction such as but not limited to security breaches, cheating etc.	From Suspension to Exclusion depending on the gravity of the offense

### C. Offenses Involving University policies

Offenses	Revised Sanction
C.1. Violation of the dress code policies such as those related to the wearing of uniform and I.D.	From Undertaking to Exclusion
C.2. Drunkenness or drinking liquor or any alcoholic beverages within the University premises during or beyond working hours, at University functions or while on duty outside the campus.	From Suspension to Exclusion depending on the gravity of the offense
C.3. Violations of the Anti-Smoking policies of the University	From Undertaking to Exclusion depending on the gravity of the offense
C.4. Violation of Code of Confidentiality policy of the University; unauthorized access and use of confidential information	From Suspension to Exclusion depending on the gravity of the offense
C.5. Receiving for personal use fees, gifts, or other valuable when such fee, gifts or valuable is given in the hope or expectation of receiving a favor or better treatment accorded other persons	From Suspension to Exclusion depending on the gravity of the offense
C.6. Soliciting any sum of money, gifts, benefits or favors or anything of value from students, faculty, employees, clients, suppliers, other individuals, business firms and other establishments, without any written permission and approval from the President or through the mediation of another in consideration of any act or service connected with the performance of his/her duties and responsibilities	From Suspension to Exclusion depending on the gravity of the offense
C.7. Selling of supplies, photocopied materials, books, services or the collection of any contribution in any form whatsoever, whether voluntary or otherwise, from the students and school personnel	From Suspension to Exclusion depending on the gravity of the offense
C.8. Lending/loaning activity with co- workers, agency personnel, University students or members of the HAU community	From Undertaking to Exclusion depending on the gravity of the offense
C.9. Violation of policies on educational tours, field trips and off-campus activities (Appendices E & F)	From Undertaking to Exclusion depending on the gravity of the offense
C.10. Violation of security measures (Appendix G)	From Suspension to Exclusion depending on the gravity of the offense

C.11. Unauthorized use of facilities or the grounds of the university for purposes other than their primary intended use (Appendix H)	From Undertaking to Exclusion depending on the gravity of the offense
C.12. Improper use of the grounds, facilities, and or equipment of the university which causes damage or leads to potential damage to said grounds, facility or equipment (Appendix H)	From Suspension to Exclusion depending on the gravity of the offense  Payment for the damages caused
C.13. Deliberate destruction of or causing damage to the university grounds, facilities , equipment or records (Appendix H)	From Suspension to Exclusion depending on the gravity of the offense  Payment for the damages caused
C.14. Acts that prevent, coerce, force or intimidate others from entering the campus or attending classes or other school functions such as but not limited to putting up, manning or maintaining a barricade in order to prevent entry to or exit from the school premises; deliberate disruption of academic functions like classes, convocations, seminars, symposia, and other school activities; forcible entry	From Suspension to Exclusion depending on the gravity of the offense
C.15. Cheating ( <b>Appendix I</b> )	From Undertaking – Minimum Penalty – zero in the examination/test/quiz to failing grade in the subject in which he/ she was caught cheating up to Maximum Penalty of Exclusion. Additional sanctions may be imposed depending on the gravity of the case.
C.16. Distribution of printed material/s and/ or posting of posters and hanging streamers/banners within school campus without prior permission or approval from designated school authorities.	From Undertaking to Exclusion depending on the gravity of the offense
C.17. Violation on the policy on religious activities	From Verbal warning and sign an undertaking to for hearing/ investigation
C.18. Violation of the Policy on Orderliness, Cleanliness and Proper Use of Facilities (not covered by policy on major offenses)	From Verbal warning and sign an undertaking to for hearing/ investigation
C.19. Failure to comply with a written instruction, penalty and/or sanction, as issued by the University Board of Discipline without excuse or justification	From Verbal warning and sign an undertaking to Exclusion depending on the gravity of the offense
C.20. Violation of HAU Student Councils Constitution and By-Laws	To be referred to the Grievance Committee that will be created by the Office of Student Affairs

	(OSA)
C.21. Loitering along hallways during class hours	From Verbal warning and sign an undertaking to for hearing/investigation
C.22. Violation of the Policy on Decency	From Verbal warning and sign an undertaking to for hearing/investigation
C.23. Use of cellular phones or inappropriate use of any electronic device/s during classes and/or academic functions.	From Verbal warning and sign an undertaking to for hearing/investigation
C.24. Violation of the Policy on Curfew	From Verbal warning and sign an undertaking to for hearing/investigation
C.25. Coercing, persuading or intimidating another community member to commit any of the violations prescribed in the Code of Conduct and Procedures	From Suspension to Exclusion depending on the gravity of the offense
C.26. Being an accomplice or accessory to any of the violations prescribed in the Code of Conduct/Behavior.	One (1) penalty lower than that imposed against the principal
C.27. Such other acts inconsistent with proper behavior befitting that of an educated person	From Verbal warning and sign an undertaking to Exclusion depending on the gravity of the offense
C.28. Lending/using/borrowing an ID card/registration form to another student or to an outsider	From Undertaking to Exclusion depending on the gravity of the offense
C.29. Commission of three (3) minor offenses.	From Suspension to Exclusion depending on the gravity of the offense
C.30. Violation of University health and safety protocols.	From Suspension to Exclusion depending on the gravity of the offense

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### 1.11 Forms of Disciplinary Action

The following sanctions may be imposed upon any student found to have violated the Student Conduct Code. The board may recommend more than one sanction depending on the nature of the offense:

- a) Warning/Verbal Reprimand
- b) Undertaking
- c) Written warning
- d) Community Service
- e) Written Apology
- f) Suspension (the duration of which shall depend on the gravity of the offense)
- g) Exclusion (without prejudice to taking of appropriate legal action)
- h) Expulsion (without prejudice to taking of appropriate legal action)

- i) Other sanctions as may be imposed by the Board of Discipline and/or University Officials

## **1.12 Formal Procedures and Disposition of Discipline Cases**

### **1.12.1 Reporting of Misconduct**

All cases of misconduct or violations of provisions in the Student Manual are reported to the Office of Student Affairs (OSA) or to the Security staff as immediately as possible by:

- Any member of the HAU community who has witnessed the violation. He may write and file an incident report to OSA or Security Office; or
- The aggrieved party.

### **1.12.2 PROCESSING OF COMPLAINTS**

1. The complainant secures a Complaint/Incident Form (FM-SAO-1110) from the Office of Student Affairs
2. Complainant files/submits the accomplished complaint/incident report to the Office of Student Affairs.
3. Upon receipt of the Complaint/Incident Report (online or on-site), the safety and discipline coordinator will send a Notice to Explain (FM-SAO-1111) and scanned copies (PDF) of the complainant's report to the alleged student respondent's official e-mail;
4. The Alleged respondent submits/resends Accomplished Notice to Explain at osa@hau.edu.ph or to the Office of Student Affairs;
5. The OSA determines the classification of the case; if Class A (requires Board of Discipline Hearing) and if Class B (verbal warning and undertaking);
6. If the case is classified as Class A Major Offense, the Safety and Discipline Coordinator schedules the Board of Discipline Hearing and notifies both the complainant and respondent through Notice of Hearing via e-mail.
7. The OSA Director sends the Notice of Hearing via e-mail to the Board of Discipline Committee: a.) USC Representative, and b.) Respondent's Faculty Representative.
8. The Safety and Discipline Coordinator will schedule a Board of Discipline Hearing according to the student complainant and alleged respondent.
9. If the students prefer online, Zoom Link will be sent to their HAU E-mail, if on-site, it will be conducted at the OSA Office.

***Note: Notices of Hearing are sent through email at least 3 days prior to the scheduled hearing.***

### **1.12.3 HEARING PROCEDURES: (Online or Onsite)**

1. The BOD Committee formally conducts Board Hearing online (via Zoom) or onsite (OSA Office);
2. The complainant and respondent, together with their parents are called in turns, for their oral testimonies and to answer clarificatory questions

- regarding their written testimonies; lawyers, if any, may come in but only act as an observer;
3. By turns the complainant and respondent are asked to give their final statements;
  4. The BOD Chairperson informs both complainant and respondent about the release schedule of the final recommendation;
  5. The BOD Committee carefully reviews/deliberates the testimony and presented facts of both complainant and respondent;
  6. The OSA Staff transcribes Board Recommendation Report;
  7. The BOD Committee reviews transcribed/draft Board Recommendation report;
  8. Reviewed Board Recommendation will be sent to the HAU lawyer through e-mail to seek for a legal opinion (if needed), if not, the BOD Committee will sign the Board recommendation;
  9. The signed Board Recommendation will be endorsed to the student respondent's Dean for review and final approval/disapproval (The Dean has the prerogative to overrule the Board by simply noting down his own decision beside his signature);
  10. Once the Dean approves/signs the decision, the BOD Chairperson announces the approved Board recommendation to the complainant, and respondent. The BOD Chairperson will provide a copy of the report to the following: USC President/representative, Faculty Representative, Guidance Counselor and the Office of the President.

**Note: Mediation procedure is also applied for cases that do not warrant formal hearing.**

#### **1.12.4 Case Withdrawal**

In case the complainant decides to withdraw the case at any stage of the process, the OSA may pursue the case to its conclusion.

The BOD may initiate a separate discipline case against any student who, in the process of investigating a case, is found to be guilty of a major offense. However, the usual due process must be applied to this offshoot case.

#### **1.12.5 Confiscation of Items**

Confiscated items such as bladed weapons, guns, etc., shall remain the property of the owner but will be returned to them only after graduation or termination of their enrolment with the University. Students are prevented from carrying such items only on campus; thus, they must voluntarily deposit them with the Security Office (Main Entrance) upon entering the University and reclaim them upon leaving the University. Otherwise, the items will be confiscated and the student penalized.

### **LIBRARY OFFENSES AND PENALTY**

#### **Major Offenses**

1. Using the ID of another person.
2. Vandalism, defacement, destruction, and mutilation of books and other library materials and facilities.

3. Manipulation of IT resources such as installations and/or use of unlicensed software (such as application software and games); Unauthorized access to network security.
4. Disruptive behavior such as drunken behavior and creating disorder.
5. Viewing pornographic pictures and subversive materials within the premises of the library.
6. Unauthorized use of library facilities and services (Discussion Rooms, Faculty Corner, and Internet Workstation).
7. Failure to comply with a written instruction, recall letters, penalty, or sanction as issued by the library without excuse or justification.
8. Bringing knives or other deadly weapons in the library premises.
9. Selling the scan materials in parts and whole from the requested library document delivery services (copyright law).
10. Sharing unauthorized content of the library documents without the permission from the library personnel.
11. Cyberbullying in any library activity like orientation, library instruction sessions, and webinars.
12. Theft or stealing of library resources and equipment and other belongings.
13. Commission of three (3) minor offenses.

### **Penalty for Major Offenses**

1. One-month suspension for offenses # 1-11.
2. Cancellation of library privileges for offense # 12.
3. The cost of repair will be paid by the person who caused damages for # 2.
4. Depending on the nature of severity of the offense committed, the Library Director elevates the problem to the office of Student Discipline for appropriate actions.

### **Minor Library Offenses**

1. Failure to wear school ID upon entry and while inside the library.
2. Eating and/or drinking inside the library.
3. Moving and disarranging of carrels, tables, and chairs.
4. Loitering inside the reading area which may disturb library customers.
5. Littering in any area of the library.
6. Creating unnecessary noise that may distract other library users.
7. Rocking and titling of chairs.
8. Poster making, sewing, sketching, making cutouts, and other art projects not related to library activities.
9. Failure to comply with a written instruction, recall, penalty as issued by the library.
10. Public display of affection/intimacy which may offend the feelings of others in the library premises.
11. Unauthorized activities (e.g. taping/recording) within the premises of the library.
12. Gaming is not allowed inside the library. (online games, playing different kinds of cards)

### **Penalty for Minor Offenses**

1. First offense: Oral or written reprimand.
2. Second offense: 2 weeks' suspension of library privileges.

3. Third offense: Considered a major offense. The offense will refer to the Office of Student Services and Affairs for due process or disciplinary action after an investigation by the library

### **Library Reminders**

1. Customers are advised to adhere to their respective department dress codes policies while inside the library premises.
2. Valuables like wallets, mobile phones, laptops, tablets, and calculators are not among the things to be deposited in the Depository Area of the Library.
3. A quiet study environment must be observed, and noise levels must be kept to a minimum level.
4. Cell phones must be put on silent or vibrate mode while inside the library premises.
5. Only wet umbrellas kept/secured in plastic bags can be taken inside the library premises.
6. All faculty and students entering the library premises are required to scan their respective IDs in the General Patron Attendance for records purposes. Scanning should be every time you get in.
7. Library users who will enter any of the enclosed units of the library premises are advised to leave their bags (except valuables) in the depository counter.
8. Wearing of caps/bonnets in the library premises is not allowed. Exemption to the rule/policy is for religious and those persons with health issues and concerns. – consider as reminder
9. The Library Director or any member of the staff has the right to request any person within the library premises to present ID or to confiscate it for violation of library rules.
10. Before leaving the library, library users should make sure that they leave behind any material that has not been properly borrowed.

**Revised July 2021**



### **III. STUDENT INSTITUTIONS**

Pursuant to Memo Order No. 9, Series 2013 Article VIII of the Commission on Higher Education, the following guidelines will be followed regarding the policies and supervision of student institutions.

The University recognizes the importance of developing creative and responsible student leaders who will eventually assume the mantle of leadership in communities and in their chosen fields of endeavor. For this purpose, it seeks to encourage the formation of student groups whose initiation of student-directed endeavor is set up along social, political, recreational, cultural, religious, literary, and educational lines.

**GENERAL POLICIES** -The establishment and operation of student institutions in all colleges and universities are governed by the rules and regulations established by the Memo Order No. 9, Series 2013 Article VIII of the Commission on Higher Education on the Guidelines Governing Student Organizations, Publications, and Councils.

**AUTHORITY TO OPERATE** - Students desiring to establish, join and participate in student institutions on campus shall do so as a right, subject only to reasonable regulations promulgated by the University through the Director of Student Affairs. It is also understood that student institutions that exist or operate outside the system of the school recognition shall continue to be governed by law.

New institutions applying for accreditation must submit to the Office of Student Affairs (OSA) the following documents for evaluation: (a) Letter of Intent (b) list of officers & members (at least 25); (c) adviser's undertaking (maximum of one adviser per organization), (d) Manifesto of commitment to non-violence (e) duly ratified constitution and by-laws; and (f) list of proposed activities for the school year and

Old institutions applying for re-accreditation, on the other hand, must submit all of the above requirements, plus the following: (a) list of activities accomplished in the preceding year, one of which must be community service, (one for every semester); (b) complete financial statement, (c) Manifesto of commitment to non-violence, and (d) Adviser's undertaking Each organization will only have one adviser (teaching or non-teaching). Each adviser is responsible only to one organization.

Failure to accomplish worthwhile activities as well as participation in activities undertaken without a permit or that violates school rules and regulations will mean non-reaccreditation. Additional guidelines and policies are found in the OSA Manual.

#### **ONLINE ACCREDITATION OF STUDENT ORGANIZATION**

- The organization/applicant will submit the following requirements through e-mail or personal message via FB messenger: 1.) list of officers with student numbers, HAU email and ID photos 2.) Letter of Intent (for new organization 3.) duly ratified constitution and by-laws to the email or FB messenger of the OSA Director;

- The OSA will send Adviser's Online Undertaking FM-SAO-1126 Form and Manifesto to Non Violence FM-SAO-1118 to all accredited institutions and re-send back the same accomplished or filled-out forms to the OSA;
- OSA will post a list of accredited institutions to the HAU & OSA FB Pages.

1. USC (University Student Council)

The University Student Council (USC) is the highest student governing body of the institution composed of officers duly elected by the entire student body in the tertiary level. The USC is a popular and democratic student government that represents the voice of the general student population.

2. CSC (College Student Council)

The College Student Council (CSC) is composed of officers duly elected by the students belonging to their particular college. The college student council is separate and independent from the USC. College-based organizations shall send one representative each to their respective College Student Council as honorary members of the Council. This is to assert the supremacy of the CSC as the highest student governing body in the College and to ensure unity and cooperation among all student groups within the College.

For more information about USC and CSC refer to the USC and CSC Constitution and by-laws.

3. Student Organizations

Student Organizations, either college-based or university-wide, shall be established by their mission, vision, and general objectives, that are parallel with the core values of the university. They shall operate based on their declared function and shall encourage holistic development to our community through co- and extra-curricular activities.

4. Student Publications

To facilitate the dissemination of information and to cultivate responsible student opinion and leadership, the University encourages campus publications whose operations are bound by the Campus Journalism Act (R.A. 7079) as well as by the rules and regulations of the University.

The student newspaper is an independent corporation financially and legally separate from the college or university. The institution is not the publisher of student publications and does not bear the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students, the institution must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

**Guidelines:**

- 3.1 Student publications refer to newspapers, magazines, newsletters, etc. whether printed, mimeographed or photocopied, and published by students for campus circulation.
- 3.2 The editorial board of each student publication is chosen on the basis of competitive examination. The examination shall be scheduled in the third week of February but not later than the first week of April every school year or as scheduled by the OSA.
- 3.3 It shall be prepared, conducted and supervised by the committee composed of: (a) an administrator; (b) one faculty member; (c) one mass media practitioner acceptable to the Administration and the Editorial Board; and (d) two past editors.
- 3.4 OSA shall sponsor an annual journalism workshop for the staffers of all campus publications in May of the same school year or as scheduled by the OSA.
- 3.5 An editorial board examinee must not have any failing grade(s) in the second semester of the school year.
- 3.6 Each member of the Editorial Board and staff is deemed to have no failing grade(s) in the first semester of the school year during his/her term. However, if he/she incurs failing grade(s), it may cause his/ her demotion or termination as editorial board staff based on the editorial board's decision.
- 3.7 Each staffer should refrain from joining or affiliating with another campus publication or with any political party on campus, and from running for any elective position in the USC and CSC, in order to maintain his/her impartiality and journalistic integrity. A staffer (excluding contributors) who has resigned from the paper to run for office cannot return to the staff in the event of an electoral defeat, to avoid suspicion of opportunism.
- 3.8 The editor-in-chief can no longer take another editorial examination after the one-year tenure is over. If he/she is the editor-in-chief of a College publication, he can, however, aspire for the University publication the following year.
- 3.9 The student shall not be suspended or expelled from the University solely on the basis of articles he has written, or on the basis of the performance of his/her duties in the publication staff. He/She may, however, be expelled from the staff as warranted (by the board), or be subject to lawsuit on the basis of what he has written. Conviction emanating from the lawsuit may then serve as basis for disciplinary action.
- 3.10 The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
- 3.11 The Editorial board shall select a faculty adviser for the publication. His/her function, as specified in R.A. 7079, is to provide technical guidance.

- 3.12 College publications should be circulated within the College only while organization publications among members only, to avoid financial pressure on the specific group of students who must finance the publication.
- 3.13 To systematize the distribution of copies of the publication, class presidents may pick up the copies from a designated place for classroom distribution, to be done during vacant periods or between classes.
- 3.14 The staff shall be fully and solely responsible for the materials published. All stories, articles, editorials, photographs and illustrations appearing in student publications must carry by-lines to establish accountability. Otherwise, the editor-in-chief shall be held responsible for materials appearing without credit.
- 3.15 The editorial board shall prepare and publish the publication budget for each semester. The program of expenditures shall be based on the provisions of R.A. 7079. Violations shall be cause for administrative and/or criminal action.
- 3.16 Editors/writers are advised to uphold fairness and journalistic ethics by publishing both sides of an issue/complaint on the same page or at least in the issue (date). Columnists/opinion writers are likewise advised to ventilate all sides of an issue, giving equal space to opposing opinions if possible. All publications are encouraged to observe decency in writing.

### **3.17 ONLINE EDITORIAL BOARD SELECTION**

- OSA announces the registration for Editorial Board Examination (EBE) through HAU and OSA FB Pages;
- OSA sends the EBE schedule to the HAU E-mail of the registered examinees;
- The Editorial Board Examination is in a form of essay (paper-pen method) and will be conducted via Zoom Meeting;
- The questions for the EBE will be coming from a former EIC, an English Faculty, and an Administrator;
- The EBE output will be sent to the evaluators/examiners via courier or E-mail.

**Applications for increases in USC, CSC and publication fees shall follow this procedure:**

1. Proposals must be published and/or posted at least one month before the end of every semester of the preceding school year. Proposal shall include: financial statement of the preceding First Semester; proposed budget for coming school year; including list of expenditures;
2. Consultation meetings with class presidents, USC, CSC (for publications), and CSCs (for USC) and College-based organization

heads (for CSC) shall be held in the semester; however, another consultation with the class presidents may be scheduled upon their request.

3. Pertinent documents (proof of consultation, proposed budget, etc.) should be submitted to OSA prior to enrolment. College Deans should note the application of College-based student councils and publications.

#### **4. Grievance Committee**

The Office of Student Affairs (OSA) shall create a grievance committee to resolve internal administrative conflicts in student institutions provided the student group or the student body in general requests it, and provided the conflict is outside or beyond the student group's constitution and internal rules.

Composition of Grievance Committee:

- 4.1. If the problem is CSC, the grievance committee is composed of the CSC Faculty Adviser (Committee Chairperson), USC President and the College Publication Editor-in-Chief.
- 4.2. If the problem is USC, the grievance committee is composed of all CSC Chairman, Angelite editor- in- chief, and the USC Faculty Adviser as Committee Chairperson
- 4.3. If the problem is a college-based organization, the committee is composed of the CSC Chairman, the organization's faculty adviser and OSA Dean as the Chairperson. If the problem is in a university-wide organization, the committee is composed of the USC President, the organizations' faculty adviser and OSA Dean as Chairperson.
- 4.4. If the problem is in a publication, the grievance committee shall be composed of the paper's Editor-in-Chief, USC President, (or CSC) Chairperson, and a Faculty member who is acceptable to both parties involved as committee chairperson. If a College Publication's Editor- in-Chief is involved in the dispute, the editor-in-chief from another publication shall be appointed to the committee by the OSA Dean. If the Angelite Editor-in-Chief is involved in the dispute, the editors-in- chief of all college publications shall be members of the committee.



#### **IV. STUDENTS RIGHT AND PRIVILEGES**

Students' rights and freedoms are to be exercised with responsibility and prudence. These rights and freedoms should not be used by any student as a means to discredit the University and its members or to prevent it from performing its normal conduct of school activities.

The following rights and privileges shall be enjoyed by any bonafide student of the University:

1. Right to organize among themselves
  - 1.1. Every student enjoys freedom of organization in accordance to the law and policies of the University.
  - 1.2. Every student shall not be compelled to join or not to join any particular organization.
  - 1.3. Student institutions that expose ideas or conduct activities that are contrary to law and the policies of the University and that are inimical to the rights and interest of any individual, group or the entire academe, are prohibited on campus.
2. Freedom of Expression
  - 2.1. Every student enjoys freedom of expression, speech and of the press; bearing in mind that freedom of expression is not absolute: any form of defamation such as slander and libel, seditious speeches are outside the protection of this right.
  - 2.2. Through orderly procedure, a student can appeal a grade he/she thinks was erroneously given to him.
  - 2.3. A student can air his/her grievance to the college dean regarding the following unethical and unprofessional conduct of a faculty member:
    - 2.3.1. Frequent absence and/or tardiness of a teacher from his/her classes.
    - 2.3.2. Immoral advances, including sexual harassment, use of vulgar, or insulting, or derogatory words, of any faculty.
    - 2.3.3. Coming to class unprepared to teach the lesson.
    - 2.3.4. Smoking inside the classroom during class hours.
3. Right to be represented in any appropriate body on matters directly and indirectly affecting the student's rights, welfare and interest.
4. Right to Academic Freedom of students as defined and guaranteed by the Education Act of 1982.
  - 4.1 To continue his/her course therein up to graduation except in case of

academic deficiency, or violation of disciplinary regulations and admission policies.

- 4.2. Freedom of inquiry and freedom to be in a liberal and democratic classroom environment where a student may air his/her own point of view regarding a specific discussion.
- 4.3. Freedom to propose to school authorities' measures that could contribute best to the improvement of the academic atmosphere of the classroom.
- 4.4. Freedom to quality education, i.e. quality instruction, quality facilities and quality services.
5. Right to elect his/her class, CSC and USC officers.
6. Right to receive copy/ies of issues of the college and university publications every semester.
7. Right to see the semestral audited financial statements of student councils.
8. Right to know his/her mid-term grades.
9. Right to receive his/her corrected test papers, term papers and other class requirements.

#### **DUTIES AND RESPONSIBILITIES OF A STUDENT**

1. Observe and practice at all times the rules and regulations of the University.
2. Exercise rights responsibly in the knowledge that he/she is answerable for any violation of the rights and welfare of other students.
3. Cooperate with all sectors of the University in the spirit of partnership towards common interests and in pursuit of the Mission Statement.



## **V. SPECIAL PROVISIONS**

### **1. Supplementary Rules**

Matters not covered herein shall be governed by existing rules and regulations of the University and in default thereof, by the Manual of Regulations for Private Schools, memoranda/circulars and other issuances of the Commission on Higher Education and by existing laws.

### **2. Emergency Power of the President**

In case of campus emergency, as determined by the President, he/she may after consultations with Administration officials, place into immediate effect any emergency regulations, procedures, and measures deemed necessary and appropriate for the existing situation, to safeguard persons.

## **LIST OF APPENDICES**

Appendix A	Prescribed Uniforms and Dress Codes
Appendix B	Implementing Rules and Regulation for Anti- Sexual Harassment Act of1995 (R.A. # 7877)
Appendix C	An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities, Sororities and Organizations and Providing Penalties Therefor (R.A. 8049)
Appendix D	Rules and Regulations for the Implementation of Republic Act No.7079 (Campus Journalism Act of 1991)
Appendix E	CHED Memorandum Order No. 17 s. 2012: Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students
Appendix F	Additional Policies & Guidelines on Educational Tours, Field Trips, and Off-Campus Activities
Appendix G	Policy on University Security Measures
Appendix H	Policy on the Use of University Grounds and Facilities
Appendix I	Policy on Cheating

**Appendix A**  
**Prescribed Uniforms and Dress Codes**

**SED STUDENTS POLICY ON UNIFORM**

**SED Grooming, Standard of Decency and Personal Disposition**

SED students are expected to demonstrate personal grooming standards of cleanliness and to wear suitable clothing while on inside the University, every Wash Day, on Educational Exposure Trips, and during off-campus events at which students represent the University for any curricular and co-curricular activities. Any personal grooming or clothing that disrupts the educational process or is provocative in nature is in violation of the Grooming, Standard of Decency and Personal Disposition policies.

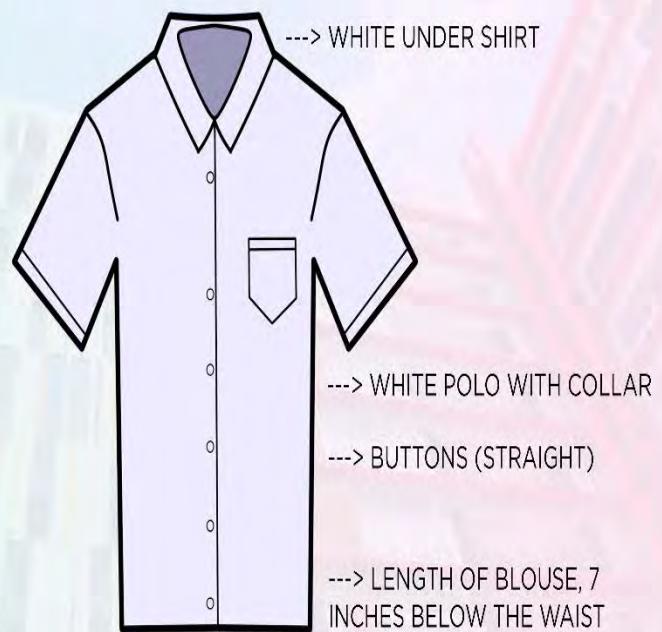
The following provisions are applicable for as long as students are wearing the school uniform.

1. Uniforms should be properly worn.
2. Students are discouraged from sporting hair, cosmetics, and accessories etc. that call undue attention, cause scandal and distract others during the learning process.
3. All students must observe good manners and high ethical /moral standards in social media as well as in their public conduct, as befit their status as students of a Catholic university and future professionals.
4. On Practicum:
  - a. Any form of undesirable behavior during the practicum will be subjected to disciplinary action.
5. Cross dressing is strictly prohibited
6. Violations on the above policies shall be penalized based on the following provisions:
  - a. First Offense - verbal warning and undertaking
  - b. Second Offense – written explanation and undertaking
  - c. Third and succeeding Offenses – non-admission from the program

Revised April 2 018

## **PREScribed SCHOOL UNIFORM FOR COLLEGE MALE STUDENTS**

**POLO**



**PANTS**



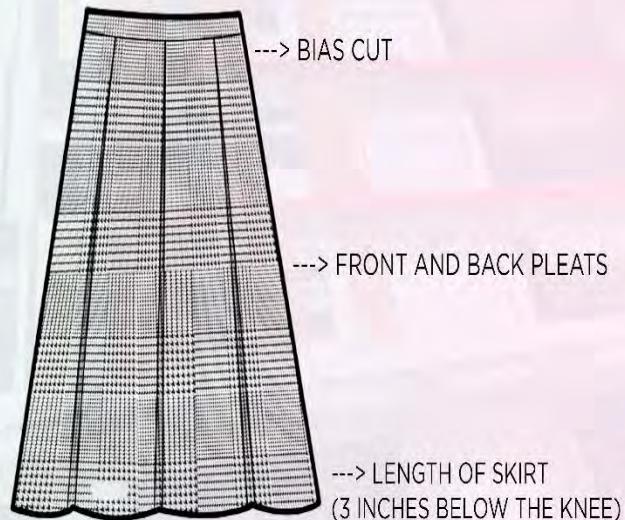
## **PRESCRIBED SCHOOL UNIFORM FOR COLLEGE FEMALE STUDENTS**

### **BLOUSE**

BLOUSE -->  
(STRAIGHT CUT & NOT BLOUSY)  
LENGTH OF BLOUSE, 7 INCHES  
BELOW THE WAIST INCLUDING  
PAJA



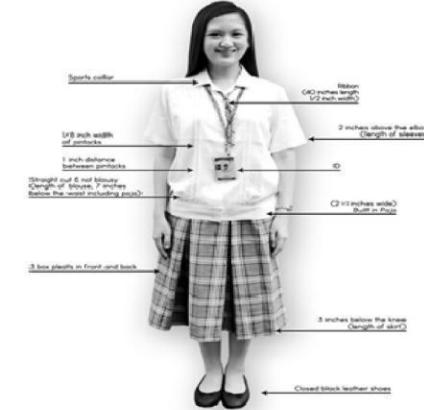
### **SKIRT**



**Appendix A**

**Prescribed Uniforms and Dress Codes**

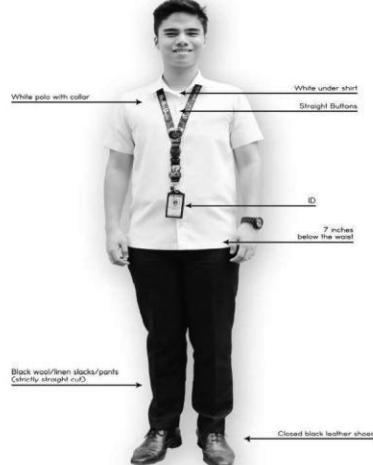
# **PROPER UNIFORM**



**NOT THIS**

**THIS**

# **PROPER UNIFORM**



**NOT THIS**

**THIS**

## **CCJEF STUDENTS POLICY ON UNIFORM**

All Criminology Students must strictly follow the college prescribed uniform schedule and specifications/measurements below):

### **FOR MALE STUDENTS:**

#### **A.) Uniform during Mondays-Tuesdays-Thursdays and Fridays:**

1. Blue Polo uniform for CRIMINOLOGY and white Polo uniform for FORENSIC SCIENCE with two pockets on left and right breast with complete paraphernalia;
2. Straight cut black pants with no pleats and not too tight; and
3. Leathers/synthetic black shoes with lace;

#### **B.) Uniform during Wednesdays and Saturdays:**

1. Black and Gray Polo Shirt with CRIMINOLOGY or FORENSIC SCIENCE with Print at the back;
2. HAU Logo (right arm) and CCJEF Logo (left arm);
3. Tactical Pants
4. HAU I.D Card; and
5. Tactical Shoes.

### **FOR FEMALE STUDENTS:**

#### **A.) Uniform during Monday -Tuesdays -Thursday and Fridays:**

1. Blue Polo uniform for CRIMINOLOGY and white Polo uniform for FORENSIC SCIENCE with two pockets on left and right breast with complete paraphernalia;
2. Straight cut black pants or skirt with no pleats; and
3. Leather/synthetic black shoes with lace.

**Note: During Tuesday and Friday, Female Students must be in black skirt uniform.**

#### **B.) Uniform during Wednesdays and Saturdays:**

1. Black and Gray Polo Shirt with CRIMINOLOGY or FORENSIC SCIENCE with Print at the back;
2. HAU Logo (right arm) and CCJEF Logo (left arm);
3. Tactical Pants
4. HAU I.D Card; and
5. Tactical Shoes.

**Non - Compliance with the CCJEF uniform policy shall be dealt accordingly with applicable sanctions based on HAU student manual.**

**NOTE:**

- 1.) All CCJEF students are expected to wear the proper uniform and neatly tucked in at all times while inside and outside the university.
- 2.) Students found to have violated the uniform policy of the college shall be dealt with according to the provisions of the Student Manual on uniform policy.

**MALE AND FEMALE UNIFORM**





## ENGINEERING UNIFORM GUIDE

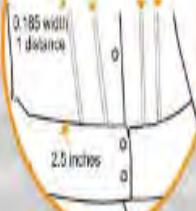
Sports Collar for  
Female Uniform Only



Female Only  
Gray Ribbon



Female Only  
4 Pintacks  
and Paja in Inches



1 Side Pocket for  
Male Uniform Only

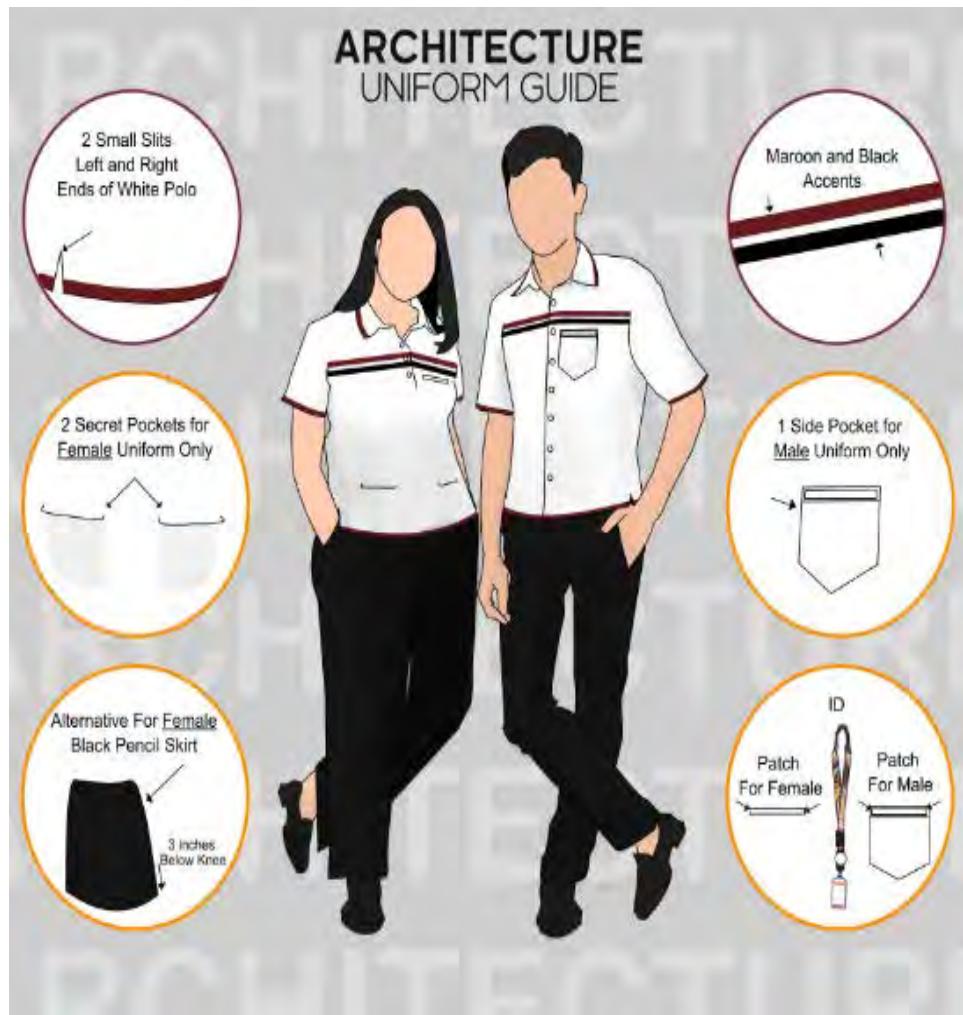


Female Only  
Front and Back  
Pleats of Gray Skirt

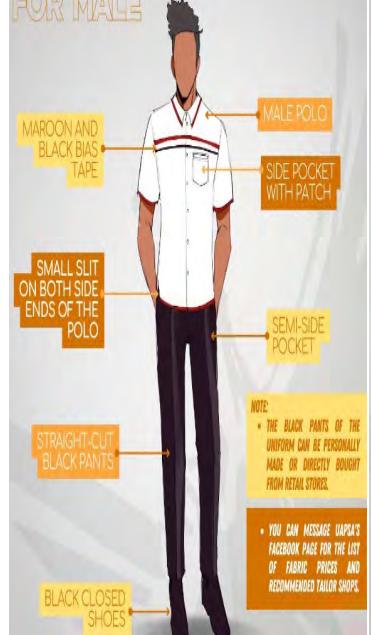


## AERONAUTICAL ENGINEERING UNIFORM GUIDE





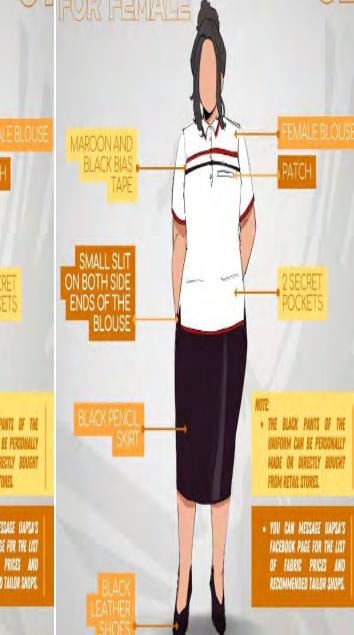
## UNIFORM GUIDE FOR MALE



## UNIFORM GUIDE FOR FEMALE



## 01 UNIFORM GUIDE FOR FEMALE



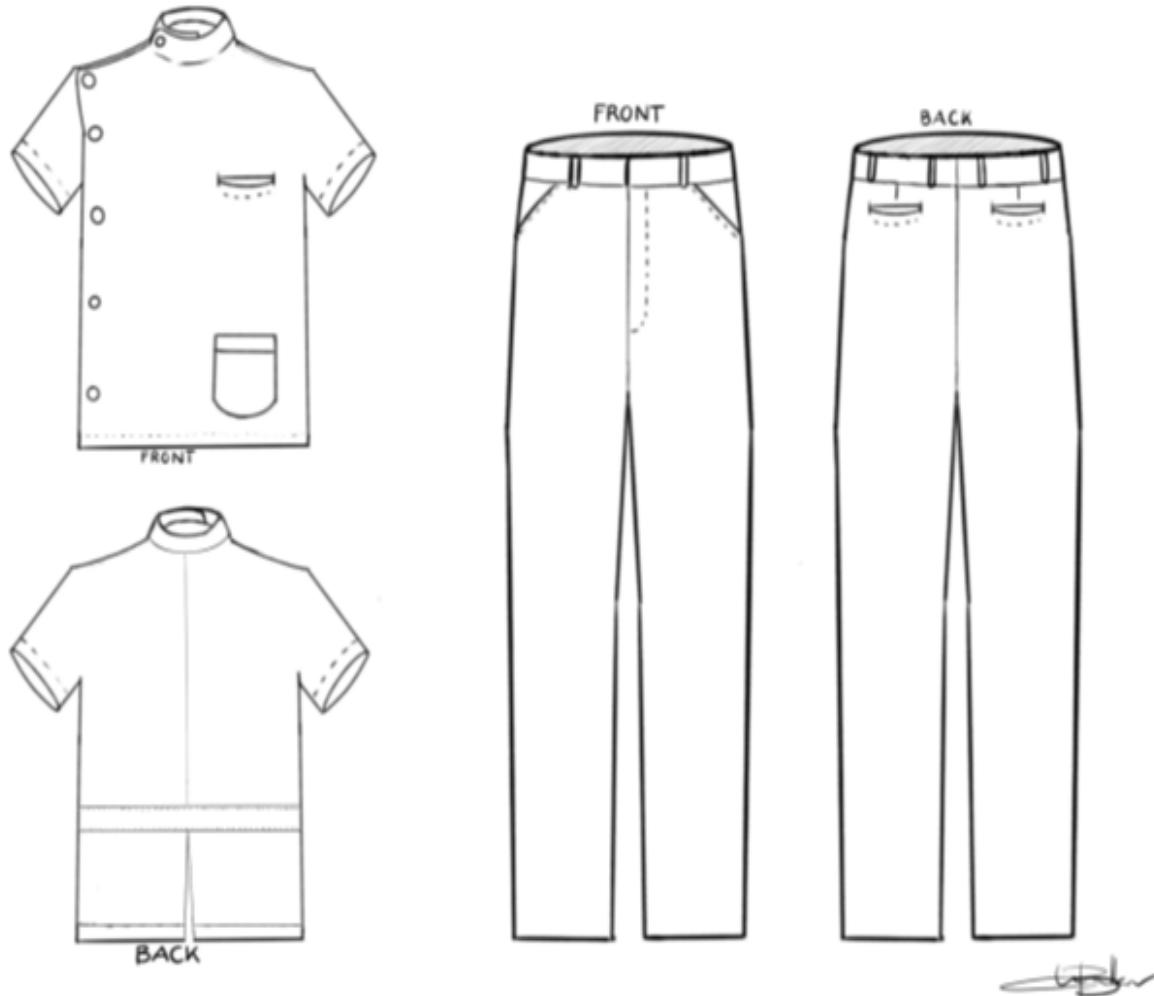
## 02



**Holy Angel University**  
**College of Nursing & Allied Medical Sciences**  
#1 Holy Angel Avenue, Sto. Rosario, Angeles City 2009, Philippines

### NURSING MALE UNIFORM

MATERIAL	: Clothman
BUTTONS	: Nakar
DRESS LENGTH	: Straight Cut
SHOES	: Plain Leather Black (Classroom) White Shoes (RLE)
UNDERSHIRT	: Plain White Round Neck
SOCKS	: Plain White

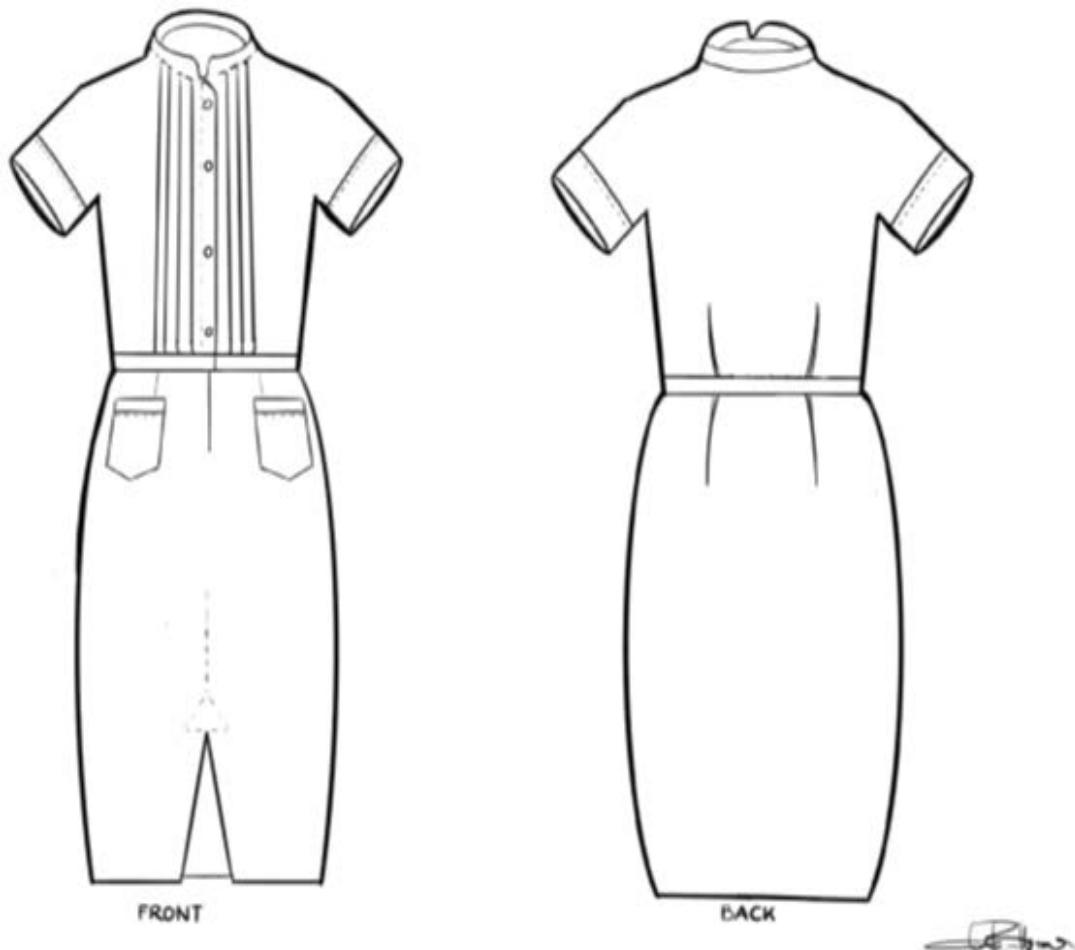




**Holy Angel University**  
**College of Nursing & Allied Medical Sciences**  
#1 Holy Angel Avenue, Sto. Rosario, Angeles City 2009, Philippines

**NURSING FEMALE UNIFORM**

MATERIAL	: Clothman
BUTTONS	: Nakar
DRESS LENGTH	: Straight Cut
SHOES	: Two inches below the knee
UNDERSHIRT	: Must not be tight fitting
SOCKS	: Half Slip require
SHOES	: Plain close black, 1-1 ½ inches (Classroom) White Shoes
STOCKING	: Optional (skintone)





**Holy Angel University**  
**College of Nursing & Allied Medical Sciences**  
#1 Holy Angel Avenue, Sto. Rosario, Angeles City 2009, Philippines

**MEDTECH FEMALE UNIFORM**

**Material:** Clothman

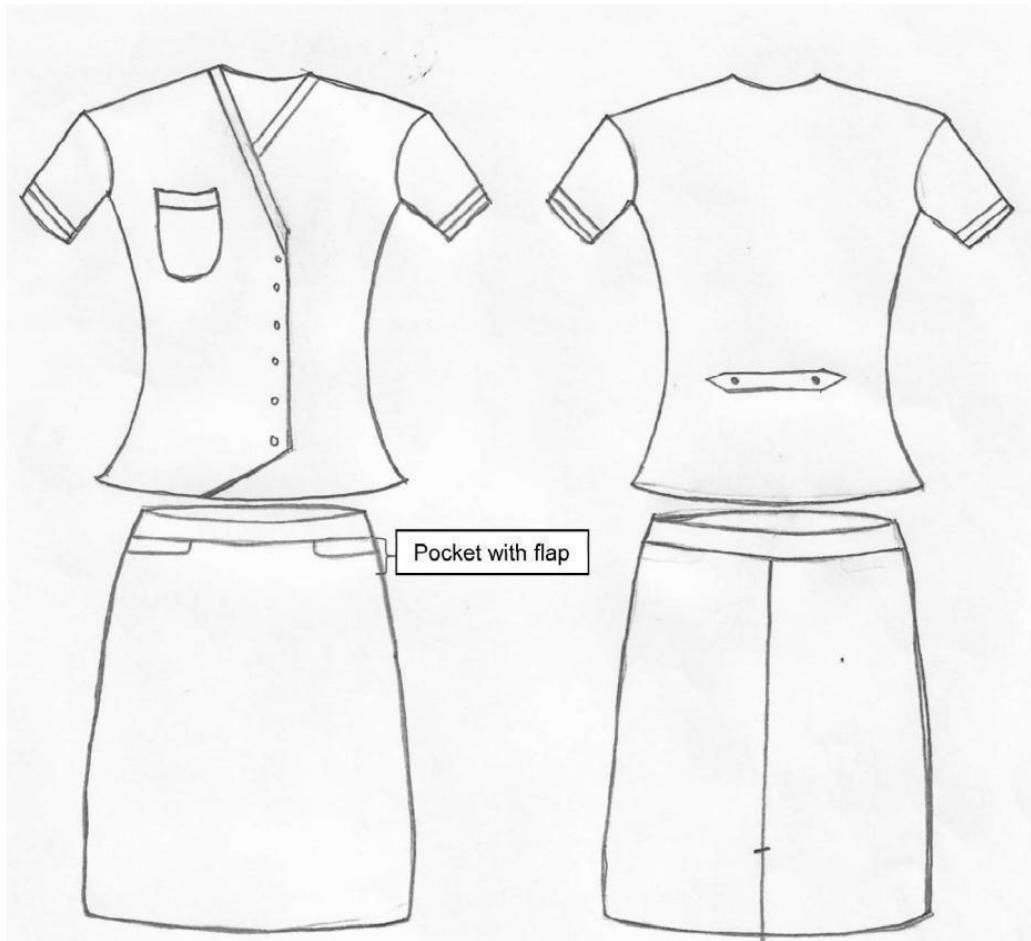
**Buttons:** Nakar

**Blouse Length:** Five Inches Below the Waist

**Skirt Details:** Semi A-line

- Two inches below the knee
- Must not be tight fitting
- Halfslip required

**Shoes:** Closed, Plain, Black, 1-1<sup>1/2</sup> inches



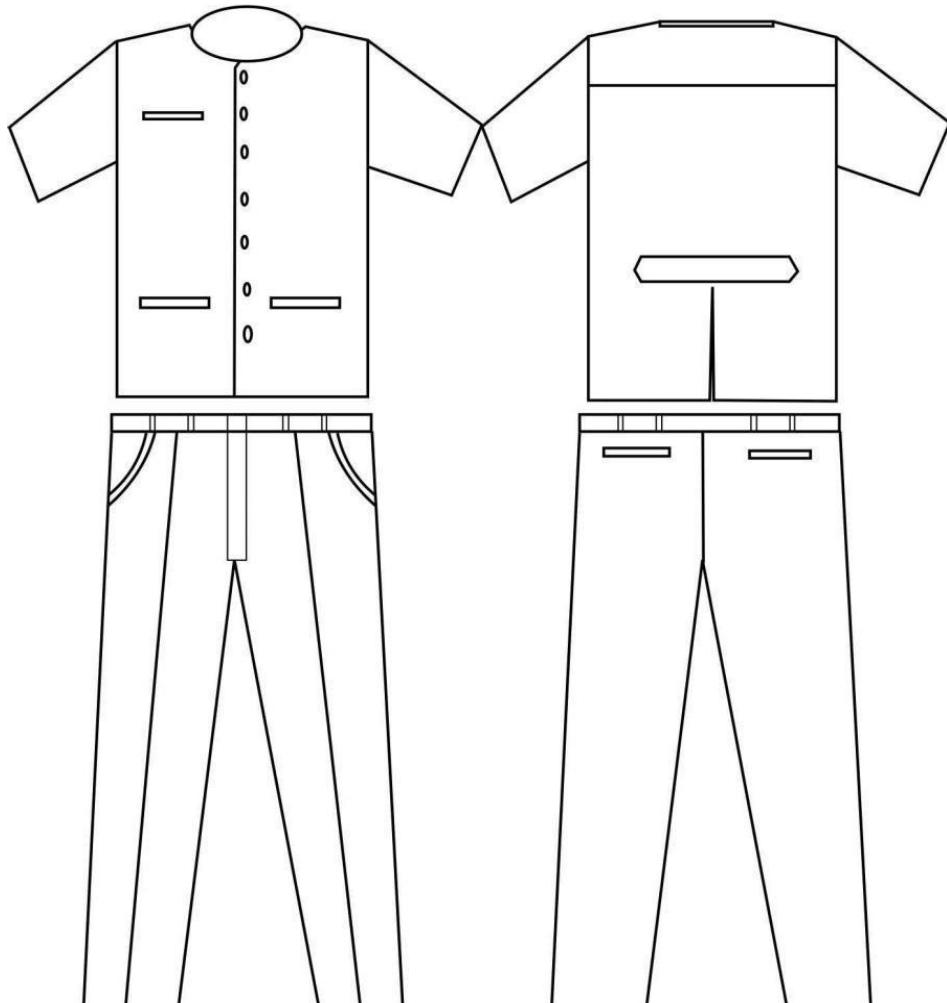


**HOLY ANGEL UNIVERSITY**  
**COLLEGE OF NURSING &**  
**ALLIED MEDICAL SCIENCE**

**RADTECH MALE UNIFORM**

**MATERIAL**  
**BUTTONS**  
**PANTS**  
**UNDERSHHIRT**  
**SOCKS**

: Clothman  
: Nakar  
: Straight Cut  
: Plain White Round Neck  
: Black



**FRONT**

**BACK**



**HOLY ANGEL UNIVERSITY**  
**COLLEGE OF NURSING &**  
**ALLIED MEDICAL SCIENCE**

**RADTECH FEMALE UNIFORM**

**MATERIAL**

: Clothman

**BUTTONS**

: Nakar

**BLOUSE LENGTH**

: Five Inches Below the Waist

**SKIRT DETAILS**

: Straight Cut

Two inches below the knee

Must not be tight fitting

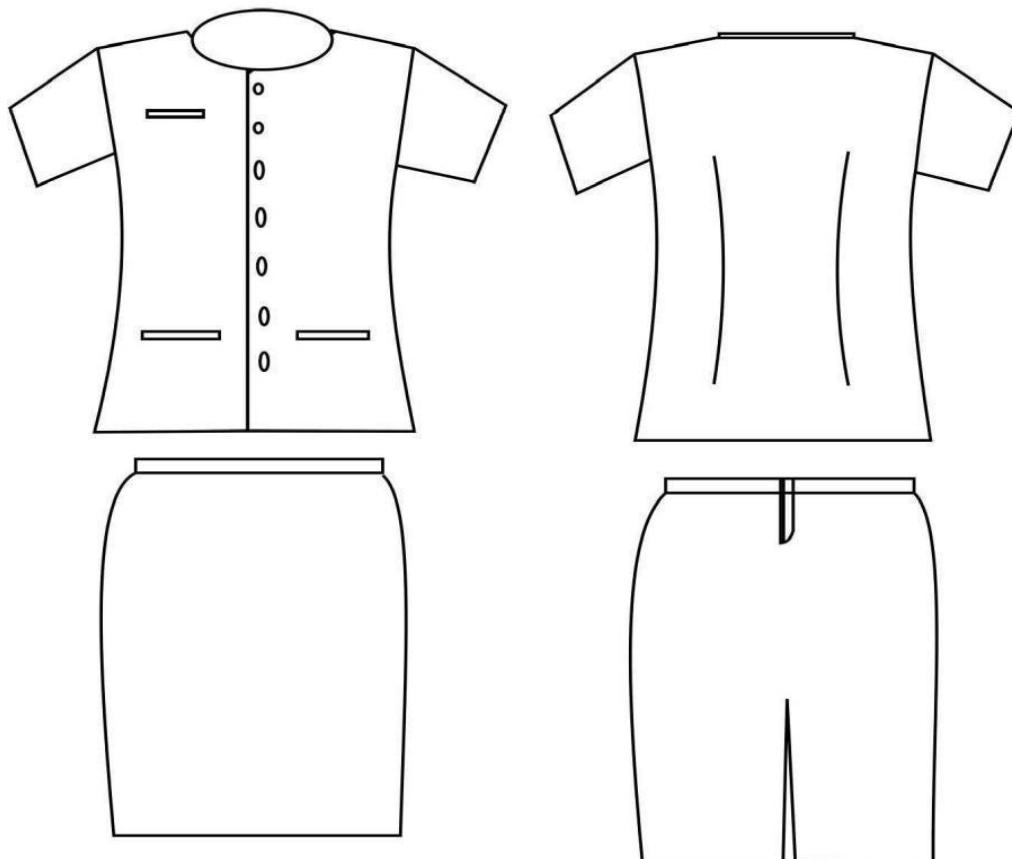
Halfslip required

**SHOES**

: Plain close black, 1-1 1/2 inches

**STOCKING**

: Optional (Skintone)



**FRONT**

**BACK**

## Appendix B

### HOLY ANGEL UNIVERSITY Implementing Rules and Regulations for the Anti- Sexual Harassment Act of 1995 (R. A. # 7877)

#### PART I: STATE AND SCHOOL POLICIES

Section 1. State Policy the State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

It is the duty of the employer to prescribe the guidelines on proper decorum in the workplace and educational institution, and to provide the procedures for the resolution, settlement or prosecution of said acts.

Section 2. School Policy One objective of the Holy Angel University to foster an open learning and working environment. This implies its obligation to provide an environment that is free from sexual harassment and from fear that it may occur. Since the entire academic community suffers when sexual harassment takes place, it is the declared policy of Holy Angel University that sexual harassment is unacceptable behavior and a violation of the law and shall never be tolerated or condoned.

Violations of these policies shall result in disciplinary action, including but not limited to expulsion or termination as the case may be, without prejudice to criminal prosecution.

All members of the HAU community affected by or involved in a sexual harassment incident shall be treated with respect and given full opportunity to present their side of the incident.

Considering the delicate nature of such incidents and possible misconceptions and apprehensions, the University shall accord the respondent as much respect as the complainant, by ensuring confidentiality and due process in the investigation of the case and by punishing those who commit damaging intrigue, perjury or those who are found to have made false accusations.

## PART II: DEFINITION OF TERMS

Section 1. **School Personnel** This refers to all persons working for Holy Angel University, and includes the following:

1. Teaching Staff - actually engaged in the teaching service;
2. School Administrators - the school head or the chief operating officer of a school or in general, those who are duly appointed to (and occupying) a position of responsibility involved in both policy- formulation and implementation;
3. Academic Non-Teaching Personnel – any employee who possesses certain prescribed academic functions directly supportive of teaching, such as librarians, guidance counselors, researchers, research assistants, and the like.
4. Non-Academic Personnel - any employee who does not fall under the definition and coverage of teaching staff, administrators and academic non-teaching personnel.

The University shall be considered both as a place of study and a place of work.

Section 2. **Sexual Harassment** Sexual harassment is committed by an employer, agent of the employer, manager, supervisor, employee, instructor, coach, trainer or any other person who having authority, influence, moral ascendancy or physical superiority over another in a work/educational environment demands, requests or requires any sexual favor from another, whether or not the other person accepts the demand, request or requirement. Forms of sexual harassment include:

1. unwelcome sexual advances;
2. repeated sexually oriented kidding, teasing, joking or flirting;
3. verbal abuse of a sexual nature;
4. graphic commentary about an individual's body, sexual prowess or sexual deficiencies;
5. leering, whistling, touching, pinching or brushing against another's body;
6. displaying objects or pictures which are sexual in nature that would create a hostile or offensive environment;
7. serious physical abuses such as sexual assault and rape; persistent and unwanted attempts to change an educational or professional relationship to a personal or intimate one.

**Section 3 When Sexual Harassment is Committed**

in a school- as- a place- of - study setting, sexual harassment is committed:

1. Against one who is under the care, custody or supervision of the offender;
2. Against one whose education, training, apprenticeship or tutorship of 90 the victim is entrusted to the offender;
3. The sexual favor is made a condition to the giving of a passing grade, or the granting of honors and/or scholarships, or the payment of a stipend, allowance, or other benefits, privileges or considerations;
4. The sexual advances result in an intimidating, hostile or offensive environment for the student / trainee / apprentice.

**In a school- as- place- of - work setting, sexual harassment is committed when:**

1. the sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of the victim;
2. the sexual favor leads to the granting of favorable compensation, terms, conditions, promotions or privileges;
3. the refusal to grant the sexual favor results in the limiting, segregating or classifying the employee in a way that will discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
4. the sexual favor or its refusal impairs the employee's rights or privileges under existing labor laws;
5. the sexual favor or its refusal results in an intimidating, hostile or offensive environment for the employee.

Sexual harassment can be verbal, visual or physical. It can be overt, as in the suggestion that a person could get a higher grade or a salary increase by submission to sexual advances. The suggestion need not be direct or explicit; it can be implied from the conduct, circumstances and relationship of the persons involved.

**Section 4. Offenders.** Offenders may be those who have authority, influence, or moral ascendancy over another. Students committing sexual offenses will be charged as per provisions of the Student Manual.

**Section 5. Other Persons Liable.** Any person who directs or induces another to commit or succumb to any act of sexual harassment, or who cooperates in the commission of the act, shall also be held liable under these Rules. Their penalties will be determined by the extent and nature of their involvement.

Section 6. Sanctions The Board shall choose from the following based on the gravity of the offense as determined by it.

- = Reprimand
- = Suspension
- = Termination

Progressive Discipline applies

Section 7. Sanctions Not a Bar to Court Action or Other Actions Administrative sanctions shall not be a bar to prosecution in the proper courts. Any offense not falling hereunder may be referred to other school authorities for proper action.

Section 8. Harassment Outside the Camp Us the University and the Anti-Sexual Harassment Board herein defined shall take cognizance of sexual harassment cases committed by the members of its community outside the campus and beyond classroom and office hours if the sexual favor falls under Section 3 hereof.

### PART III: ANTI- SEXUAL HARASSMENT BOARD

Section 1. Anti-Sexual Harassment Board and its Functions. An Anti-Sexual Harassment Board is hereby created. The Board shall conduct orientation, as the case may be, for employees, faculty, coaches, students, etc. to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases. The Board may form a Committee to initially determine if submitted cases merit investigation. The Committee may refer cases to the Board of Discipline, the Grievance Committee or the Anti-Sexual Harassment Board depending on the nature of the offense.

Section 2. Composition of the Board The board shall be composed of representatives of the different sectors of the University as follows:

Chairperson	Administrator
Vice Chairperson	Administrator
Members	1 Male and 1 Female Faculty 1 Male and 1 Female Employee (from Rank & File) 1 Male and 1 Female Students University Chaplain

The University shall appoint a Guidance Counselor to provide assistance to the alleged victim, if he/ she is a student.

## PART IV : GRIEVANCE PROCEDURES

Section 1. **Right to Due Process.** No disciplinary sanction shall be applied upon any respondent except for cause, and after due process shall have been observed. The respondent must be afforded confidentiality during the proceedings.

“Due process” means:

1. The alleged offender is informed in writing of the accusation against him;
2. He is given the chance to answer the charges against him, with the assistance of counsel if desired;
3. He is informed of the evidence against him;
4. He is given the chance to present evidence on his own behalf;
5. All the evidence is considered by the Committee.

Section 2. **Written Complaint.** The complaint must be in writing, under oath and must contain the following information;

1. The name (s) and address (es) of the complainant (s);
2. The name (s) of the respondent (s);
3. Narration of incident (when, where, how);
4. The name (s) of witness (es), if any;
5. Attachments of pertinent papers or documents in support of the complaint. The complaint must be filed with the Board Chairperson within two years from the commission of the offenses or from the time the threat ceases.

Section 3. **Furnishing Respondent with Complaint** The board shall immediately furnish the offender a copy of the complaint and all its attachments, and shall direct him to submit an answer and accompanying documents within ten (10) days from receipt thereof. The Board shall schedule the hearing on a date immediately after the given period.

Section 4. **When Victim is a Minor.** When the offended party is a minor, the parents, or any adult school personnel may file the complaint for the minor.

Section 5. **Failure to Answer.** If an offender fails to answer in writing and under oath and submit documents (within ten days from receipt of the complaint), or fails to appear during the conference, the offender shall be deemed to have waived his right to present his evidence and the case shall be heard in his absence.

Section 6. **Confidentiality.** The Board should make every effort to maintain confidentiality.

Section 7. **“Reasonable Man/ Woman” Standard.** In view of the fact that the perceptions of men and women may differ as to what constitutes harmless fun on one hand and offensive conduct on the other hand, the Board shall adopt a “reasonable man/woman” rather than a “reasonable person”, standard to determine whether the act is unwelcome and sufficiently pervasive to constitute sexual harassment. Under this standard, the proper focus is on the victim’s perspective of the given act. Thus, in a typical case, a sexual harassment complaint is proven if a reasonable man or a reasonable woman would consider the act hostile or offensive.

Section 8. **Liability of the Employer or Head of Office/ University.** The employer or head of office/university shall be solidarity liable for damages arising from the acts of sexual harassment committed on campus if the employer or head of office/university is informed of such acts by the offended party and no action is taken thereon within ten (10) calendar days from receipt of the complaint.

Section 9. **Written Records.** Written records of cases of sexual harassment must be kept and treated with confidentiality. Therefore, the public should have no access to them except upon order of the court. All records shall be kept by the Board Secretariat.

Section 10. **Procedures.** The procedures will be summarized. The offender cannot invoke cross- examination as a matter of right but may be allowed to ask clarificatory questions if deemed necessary by the Board. If in the motu proprio opinion of the Board, no hearing is necessary then it shall issue an order to the effect and declare the case submitted for resolution.

## PART V: MISCELLANEOUS PROVISIONS

Section 1. **Preventive Suspension of Accused** Any respondent may be placed immediately under preventive suspension without pay for a period not exceeding thirty (30) days.

Section 2. **Incriminating Innocent Persons** Any member of the academic community, who shall, by perjury, incriminate or impute to an innocent person the commission of a sexual harassment act, shall be meted appropriate penalty by the Board.

Section 3. **Separability Clause** If any part or provision of the Act or any of these implementing rules and regulations be held invalid or unconstitutional, it shall not affect the affectivity and implementation of its remaining parts or provisions

Section 4. Repealing Clause Any rules and regulations, orders and policies of the University which are inconsistent with any provision of the Act or with any of these implementing rules and regulations, are hereby deemed repealed or modified, as the case may be.

Section 5. Effectivity These Rules and Regulations shall take effect fifteen (15) days after publication and posting by the Board.

Reviewed:

University Scholarships and Grants	University Library
Finance and Resources Management Services	Office of Student Affairs
School or Arts and Sciences	School of Engineering & Architecture
School of Business & Accountancy	School of Hospitality & Tourism Management
School of Computing	School of Nursing & Allied Medical Sciences
School of Education	College of Criminal Justice Education & Forensics
Academic Affairs	Registrar and Records System

**Office of the President**

## **Appendix C**

Republic of the Philippines  
Congress of the Philippines  
Metro Manila

Third Regular Session

Begun and held in Metro Manila on Monday, the  
Twenty-fifth of July nineteen hundred and  
ninety-four

**REPUBLIC ACT NO. 8049)**

### **AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN FRATERNITIES, SORORITIES AND ORGANIZATIONS AND PROVIDING PENALTIES THEREFOR**

Be it enacted by the Senate and House of Representatives of the Philippines in congress assembled:

**SECTION 1.** Hazing as used in this Act is an initiation rite of practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating situations such as forcing him to do menial, silly, foolish and similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury.

The term organization shall include any club or the Armed Forces of the Philippines, Philippines National Police, Philippine Military Academy, or officer and cadet corps of the Citizen's Army Training. The physical, mental and psychological testing and training procedure and practices to determine and enhance the physical, mental, and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippines National Police as approved by the Secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purposes of this Act.

**SECTION 2.** No hazing or initiation rites in any form or manner by a fraternity sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before

the conduct of such initiation. The written notice shall indicate the period of the initiation activities which shall not exceed three (3) days, shall include the names of those to be subjected to such activities, and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.

**SECTION 3.** The head of the school or organization or their representatives must assign at least two (2) representatives of the school or organization, as the case may be, to be present during the initiation. It is the duty of such representatives to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.

**SECTION 4.** If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals. The person or persons who participated in the hazing shall suffer:

1. The penalty of reclusion perpetua if death, rape, sodomy or mutilation results there from;
2. The penalty of reclusion is temporal in its maximum period if in consequence of the hazing, the victim shall become insane, imbecile, impotent, or blind.
3. The penalty of reclusion temporal in its medium period if in consequence of the hazing, the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member, shall have become incapacitated for the activity or work in which he was habitually engaged.
4. The penalty of reclusion temporal in its minimum period if in consequence of the hazing, the victim shall become deformed or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for a period of more than ninety (90) days

5. The penalty of prison mayor in its maximum period if in consequence of the hazing, the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for more than thirty (30) days.
6. The penalty of prison mayor in its medium period if in consequence of the hazing the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged for ten (10) days or more, or that the injury sustained shall require medical attendance for the same period.
7. The penalty prison mayor in its minimum period if in consequence of the hazing, the victim shall have been ill or incapacitated for the performance of the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical attendance for the same period.
8. The penalty of prison correction in its maximum period if in consequence of the hazing, the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen's army training organization, may impose the appropriate administrative sanctions on the person or persons charged under this provision even before their conviction.

The maximum penalty herein provided shall be imposed in any of the following instances:

1. When the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;
2. When the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on this person, is prevented from quitting.

3. When the recruit, neophyte or applicant having undergone hazing is prevented from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities, through force, violence, threat or intimidations;
4. When the hazing is committed outside of the school or institution; or
5. When the victim is below twelve (12) years of age at the time of the hazing.

The owner of the place where hazing is conducted shall be liable as an accomplice, when he has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, group or organization, the parents shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.

The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. Officers or members of an organization, group, fraternity or sorority who knowingly cooperated in carrying out the hazing by inducing the victim to be present thereat shall be liable as principals. A fraternity or sorority's adviser is present when the acts constituting the hazing were committed and failed to take any action to prevent the same from occurring shall be liable as principal.

The presence of any person during the hazing is *prima facie* evidence of participation therein as a principal unless he prevented the commission of the acts punishable therein.

Any person charged under this provision shall not be entitled to the mitigating circumstance that there was no intention to commit so grave a wrong

This section shall apply to the president, manager, director or other responsible officer of a corporation engaged in hazing as a requirement for employment in the manner provided herein.

SECTION 5. If any provision or part of this Act is declared invalid or unconstitutional, the other parts or provisions thereof shall remain valid and effective.

SECTION 6. All laws, orders, rules or regulations which are inconsistent with or contrary to the provisions of this Act, are hereby amended or repealed accordingly.

SECTION 7. This Act shall take effect fifteen (15) days after its publication in at least two (2) national newspapers of general circulation.

Approved.

(Sgd.) JOSE DE VENECIA, JR.  
Speaker of the House of Representatives

(Sgd.) EDGARDO J. ANGARA  
President of the Senate

This Act, which is a consolidation of Senate Bill No. 176 and House Bill No. 12401 was finally passed by the Senate and the House of Representatives on June 2, 1995.

(Sgd.) CAMILO L. SABIO  
Secretary General House of Representatives

(Sgd.) EDGARDO E. TUMAN GAN  
Secretary of the

Senate Approved: JUNE 07, 1995

(Sgd.) FIDEL V. RAMOS  
President of the Philippines

a true copy - 08-14-95

## Appendix D

### **Rules and Regulations for the Implementation of Republic Act No. 7079**

#### **(Campus Journalism Act of 1991)**

(As contained in DECS Order No. 94, dated August 19, 1992)

#### Introduction

Pursuant to Section 9 of Republic Act No. 7079, otherwise known as the "Campus Journalism Act of 1991," the following rules and regulations for the effective implementation of the said Act are hereby promulgated:

#### Rule I Title

SECTION 1. Title. These body rules shall be known as the Rules and Regulations for the Implementation of the Campus Journalism Act of 1991 or "RULES" for short.

#### Rule II State Policy

SECTION 1. Title. Declaration of Policy It has been declared a State policy to uphold and protect the freedom of the press even at the campus level and to promote the development and growth of campus journalism as a means of strengthening ethical values, encouraging critical and creative thinking, and developing moral character and personal discipline of the Filipino youth. In furtherance of this policy, the State shall undertake various programs and projects aimed at improving the journalistic skills of student's concerned and promoting responsible and free journalism.

It is, therefore, the duty of all officials of the Department of Education, Culture and Sports (DECS), school/college/university heads, campus paper teacher-advisers, and personnel involved in the campus journalism program in the elementary, secondary and tertiary levels of education to support and promote the campus journalism program policies and objectives as under Republic Act No. 7079 and existing laws as embodied as principles in the Constitution.

### Rule III Definition of Terms

SECTION 1. Defining Term. For a better understanding of this Act, terms which are used therein hereby defined or explained.

- A. School an institution for learning in the elementary, secondary or tertiary level composed of the studentry, administration, faculty and non-faculty personnel;
- B. Student Publication The issue of any printed material that is independently published by, and which meets the needs and interests, of the studentry;
- C. Student Journalist Any bonafide student enrolled for the current semester or term who has passed or met the qualification and standards of the editorial board. He must likewise maintain a satisfactory academic standing;
- D. Editorial Board in the tertiary level, the editorial board shall be composed of student journalists who have qualified in placement examinations. In the case of elementary and high school levels, the editorial board shall be composed of a duly appointed faculty adviser, the editor who qualifies and a representative of the Parent-Teacher Association, who will determine the editorial policies to be implemented by the editor and the staff members of the student publication concerned. At the tertiary level, the editorial board may include a publication adviser at the option of its members.
- E. Editorial Policies A set of guidelines by which a student publication is operated and managed, taking into account pertinent laws as well as the school administration's policies. Said guidelines shall determine the frequency of publication, w\ the manner of selecting articles and features and other similar matters.

### Rule IV Student Publication

SECTION 1. All educational institutions on the elementary, secondary and tertiary levels, public or private, shall be encouraged to establish a student publication.

SECTION 2. These shall be three categories of student publications, namely, (a)

elementary level student publication; (b) secondary level student publication; and © tertiary level student publication.

Once the publication is established, its editorial board shall freely determine its editorial policies and manage the publication's funds.

**SECTION 3.** The members of the editorial board of the tertiary level student publication shall be responsible to the school/college/university and to third parties for its decisions, actions, policies and legal consequences arising from such.

**SECTION 4.** Aims and Purposes of Student Publications – Student publications shall be utilized to train interested students in (a) the application of the communication arts in journalism; (b) the basic mechanism and technical skills in journalism; c) the responsibilities and privileges in journalism relation with the contents of articles to be published; (d) the use of the student publication in support of the educational development of the learner/ student, the school, the community and the country; (e) train interested students in the application of the art and science of journalism for the technological advancement; (f) develop intelligent and responsible student leadership and good citizenship in a free and democratic society; (g) serve as a channel for unifying all members of the school and the community towards desirable educational and cultural development objectives; (h) serve as a pool of all learning experiences of student journalists; (i) advocate social consciousness and uphold the interests of the Filipino people; and (j) advance students' rights and responsibilities as well as promote their general welfare.

## Rule V Financing Student Publications

**SECTION 1. Funding of Student Publication** - For public elementary and secondary schools, publication fees, subsidy source from savings realized from the school's appropriations, revenues from donations and grants, and advertisements shall be the sources of funding for the student publication.

For private schools, publication fees, revenues realized from donations and grants, and advertisements shall be the sources of funding for student publications. Publication fees from the students shall be collected during enrolment period.

In both public and private schools, all student publication funds shall be automatically released to the student publication staff one month after the last day or enrolment.

**SECTION 2. Preparation of Student Publication Budget** - The editorial board, with the assistance of the student publication staff, shall prepare the student publication budget for each semester/year. The budget shall be posted on the school bulletin board and published in the student publication. The budget shall include expenses for the printing costs of the student publication, transportation and needs of the staff and teacher-adviser during their work at the printing press conferences/ workshops, honoraria/allowances for staffers and teacher-advisers, and other incidental expenses. Disbursements of student publications funds shall be made according to accounting and auditing regulations.

**SECTION 3. Publication Fee**

- A. The editorial board, in coordination with the school administration, may provide a mechanism for the collection of publication fees from the students. The publication fee shall be determined by the editorial board in consultation with the student body. In the private elementary and secondary schools, the editorial board shall determine the publication fee for each individual student in consultation with the student body. In the public elementary and secondary schools, the editorial board shall determine the publication fee for each individual student shall in no case be more than what is provided for in DECS Order No. 40, w. 1988.
- B. The publication funds shall be deposited in the account of the student publication in an authorized depository bank through at least two (2) authorized signatories of the editorial board.

**SECTION 4. Printing of the Student Publication** -The printing of the student publication by a private printer shall be conducted through canvass or public bidding.

**SECTION 5. Financial Report of Expenses** - a financial report of expenses shall be prepared by the editorial board and student publication staff at the close of the school year for the elementary and secondary levels, and every semester for the tertiary level properly audited by a COA/authorized auditor for the public schools. For the private schools, a certified public accountant shall properly audit the expenditures based on the approved budget of the editorial board. Thereafter, the audited summary financial statement shall be published in the student publication at the end of the school term.

**SECTION 6. Use of Student Publication Funds** - Publication fees, saving donations, grants and other funds collected from other sources for

the student publication shall be for its exclusive use. The money collected shall not be spent for purposes other than those cited in Section 2 of this Rule. Violation of this rule by the editorial board, any student-staff, faculty-adviser, and/or school administrator/official shall be cause for administrative and/or criminal action against the violator.

#### **Rule VI Publication Adviser**

**SECTION 1. Publication Adviser** - The faculty adviser of a tertiary student publication shall be selected by the school administration from a list of recommendees submitted by the publication staff. The function of the publication adviser shall be one of technical guidance.

A. In the elementary and secondary levels, the teacher-adviser exercising special parental authority over student staffers who are minors shall, jointly with the Parent-Teacher Association, be held fully responsible for the contents of the student publication.

**SECTION 2. Work / Advising Load** - In the public elementary and secondary schools, student publication advising task/assignment shall be considered as one (1) teaching/workload.

#### **Rule VII**

##### **Selection of Staff Members**

**SECTION 1. Selection of Student Staff Members** - The selection of the chief editor and other members of the staff of the tertiary student publications shall be through competitive examinations prepared, conducted and supervised by a committee composed of a representative of the school administration, one faculty member, one mass media practitioner who is acceptable to both (school administration and editorial board) and two past editors to be chosen by the outgoing editorial board.

Secondary and elementary student publication staffers should pass a qualifying examination conducted by a committee composed of the student publication adviser, who shall act as chairperson, the past student-editor as vice chairman, one (1) faculty member, and two (2) former student-editors.

Rule VIII Student  
Staffers

**SECTION 1. Student Staffers** - A member of the student publication staff must maintain his/her satisfactory academic standing in order to retain membership in the staff. A student shall not be expelled or suspended solely on the basis of articles he/she has written, or on the basis of the performance of his/her duties in the publication staff.

Rule IX  
Press Conferences/ Training Seminars

**SECTION 1. Press Conferences and Training Seminars** - The Department of Education, Culture and Sports shall sponsor periodic competitions, press conferences, and training seminars/workshops in which student-editors/writer and teacher-advisers of student publications on the elementary, secondary, and tertiary levels shall participate. Such activities shall be held on the institutional, divisional, and regional levels culminating with the holding of the annual national elementary, secondary or tertiary school press conferences in places of historical and/or cultural interest in the country.

**SECTION 2. Expenses of Student Publication Staff and Their Teacher adviser at Press Conferences and Training Seminars** - Expenses relative to the attendance of the student publication staff and their teacher-adviser in the divisional, regional and national press conferences and training seminars shall be subsidized from student publication funds and from appropriations when funds are available.

Rule X Tax  
Exemption

**SECTION 1. Tax Exemption Pursuant to Paragraph 4, Section 4, Article XIV of the Constitution, all grants, endowments, donations or contributions used actually, directly and exclusively for the promotion of campus journalism as provided for in RA No. 7079 shall be exempt from donor's or gift tax.**

Rule XI  
Appropriations

**SECTION 1. Appropriations for the initial year of implementation, the sum of five million pesos (P5,000,000.00) is authorized by RA No. 7079 to**

be charged against the savings of the Department of Education, Culture and Sports. Thereafter, such amount as may be necessary shall be included in the General Appropriations Act.

Rule XII  
General Provisions

**SECTION 1.** Department of Education, Culture and Sports (DECS) shall help insure and facilitate the proper carrying out of the Implementing Rules and Regulations of Republic Act. No. 7079. It shall also act on cases on appeal brought before it.

The DECS regional office shall have the original jurisdiction over cases as a result of the decisions, actions and policies of the editorial board of a school within its area of administrative responsibility. It shall conduct investigations and hearings on these cases and shall report its decision of each case within fifteen (15) days after the completion of the resolution of each case.

**SECTION 2.** The Secretary of Education, Culture and Sports may amend these "Rules" when there are compelling reasons for amendments provided that any amendment shall be made in consultation with the representatives of the duly recognized student journalism associations and advisers' associations as well as representatives of the administration, and provided further that all amendments shall be in accordance with R.A. 7079.

Rule XIII  
Effectivity

**SECTION 1.** Effectivity These Rules and Regulations implementing the Campus Journalism Act of 1991 shall take effect immediately after publication and circulation in a DECS Order to all the public and private schools in the country.

Appendix



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
**COMMISSION ON HIGHER EDUCATION**



**CHED Memorandum Order**  
No. 63  
Series of 2017

**SUBJECT: POLICIES AND GUIDELINES ON LOCAL OFF-CAMPUS ACTIVITIES**

In accordance with the pertinent provisions of Republic Act (R.A.) No. 7722 otherwise known as the Higher Education Act of 1994, Batas Pambansa Blg. 232, the Constitution which states that, "*The State shall exercise reasonable supervision over all higher education institutions.*" and by virtue of Commission en Banc Resolution No. 540-2017 dated July 18, 2017, the following policies and guidelines on local off-campus activities are hereby adopted.

**ARTICLE I**  
**RATIONALE**

In the Philippines, 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. These also include non-curricular activities. They are intended to broaden the students' learning opportunities and allow them a feel of the real world, and therefore serve as powerful motivator to strengthen the academe-industry linkage. These learning situations include: internships, educational tours or field trips, field studies, educational linkages, student development activities, non-curricular-based activities such as mission-based, immersion/reach-out programs, conventions, conferences, trainings, volunteer work, interschool competitions, cultural performances and team development activities, among others.

**ARTICLE II**  
**STATEMENT OF POLICIES**

**Section 1.** CHED recognizes the academic freedom of the HEIs in promoting quality education for the continuing intellectual growth, the advancement of learning and research, and the education of high level professionals while enriching historical and cultural heritage through the conduct of off-campus activities as part of the curriculum.

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Higher Education Development Center Building, C.P. Garcia Ave., UP Campus, Diliman, Quezon City, Philippines<sup>1</sup>  
Web Site: [www.ched.gov.ph](http://www.ched.gov.ph) Tel. Nos. 441-1177, 385-4391, 441-1169, 441-1149, 441-1170, 441-1216, 382-5296, 441-1220  
441-1228, 441-1169, 988-0002, 441-0750, 441-1254, 441-1235, 441-1170, 441-1255, 441-8910, 441-1171, 352-1871

**Section 2.** All HEIs are given the authority to design, determine and approve the conduct of off-campus activities a) as part of a duly approved curriculum as noted by CHED or b) as part of the HEI's particular context or respective mission. Such authority of the HEIs however, shall be exercised with paramount consideration given to the safety and welfare of the student participants.

**Section 3.** It is the obligation of the HEIs to: (a) adopt mechanisms for safety and welfare of all participants to the off-campus activities; and (b) observe due diligence and strict adherence to the requirements stipulated in this CMO and the Joint Memorandum Circular (JMC).

**Section 4.** To ensure the well-being and safety of all the students in higher education and guarantee the quality of their learning and exposure, CHED, in partnership with the Department of Tourism (DOT), Department of the Interior and Local Government (DILG), Land Transportation Office (LTO), Land Transportation Franchising and Regulatory Board (LTFRB), League of Cities of the Philippines (LCP), and League of Municipalities of the Philippines (LMP), shall issue separate guidelines for the conduct of all off-campus activities, if needed.

### **ARTICLE III OBJECTIVES**

**Section 5.** These set of policies and guidelines aim to guide HEIs in the conduct of off-campus activities in order to develop the holistic experience of students and to provide:

- 5.1 access to efficient and interactive learning for students through meaningful off-campus activities as part of their program requirement embodied in the approved curriculum;
- 5.2 quality off-campus activities necessary to the acquisition of relevant knowledge, skills, and values;
- 5.3 mechanisms to exercise due diligence prior, during and after the activities for safety and welfare of the students and HEIs' personnel; and
- 5.4 mechanisms for the implementation of parallel activities to those students who will not be participating in the activity.

### **ARTICLE IV COVERAGE**

**Section 6.** The CMO shall cover all the conduct of off-campus activities of HEIs within the Philippines, which were approved by the concerned HEI authorities. The activities shall include but not be limited to the following:

#### **6.1 Curricular**

- a. Educational Tours/Field trips
  - Visits to reputable firms or government sites and other areas identified by the concerned local government units (LGUs) safe for students;
  - Culture and arts related activities such as visits to museums, cultural sites, landmarks and other related venues; or



- Plant industry visit, host training establishment visit, and other related visits.
- b. Participation and/or attendance in degree program-relevant events
- c. Field Study/Experiential Learning/Related Learning Experience

**6.2 Non-Curricular**

- a. mission-based activities (e.g., retreat, recollection, etc);
- b. conventions, seminars, conferences, symposiums, trainings and teambuilding;
- c. volunteer work including peer helper programs, relief operations, community outreach and immersion;
- d. advocacy projects and campaigns;
- e. participation in sports activities;
- f. activities initiated by recognized various student groups;
- g. interschool competitions/tournaments; or
- h. culture and arts performances and competition.

**ARTICLE V  
DEFINITION OF TERMS**

**Section 7.** For the purposes of this CMO, the following terms are defined as follows:

- 7.1 **Approved curriculum** refers to the curriculum duly approved by the HEI and duly noted by the CHED regional offices (CHEDROs).
- 7.2 **Curricular activities** are required off-campus activities and are an integral part of the instructional program. All students are expected to attend the scheduled off-campus activity since it is part of the regularly scheduled class time.
  - a. **Educational Tours** refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution which lasts for more than one (1) day, and involves relatively more places of destination than a field trip in accordance with specific degree program requirements.
  - b. **Field trips** refer to off-campus learning activities involving mobility of students with the supervision of authorized personnel outside the premises of the institution but is of relatively shorter duration usually lasting for only one (1) day and with fewer places of destination.
  - c. **Field Study/Experiential Learning/Related Learning Experience** refer to off-campus activities which are congruent to the learning outcomes of the course in terms of time and context. These activities require substantial off-campus learning as curriculum delivery.



- 7.3 **Institution** refers to the HEI where the student is enrolled or where the personnel is employed.
- 7.4 **Non-curricular activities** refer to off-campus activities that are considered as non-curricular or non-program-based activities, among others, and are left to the discretion of the concerned HEI for the strategies of implementation as long as the safety and security of the students are duly ensured.
- 7.5 **Off-campus activities** refer to activities which include all authorized HEI curricular and non-curricular activities undertaken outside the premises of the institution.

#### **ARTICLE VI EXCLUSIONS**

Allowing off-campus activities shall be excluded from this CMO. However, HEIs properly undertake mechanisms to assure due diligence in the conduct of all campus activities for the safety and security of the academic community.

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

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

#### **9. 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.

#### **ARTICLE VII REQUIREMENTS, OBLIGATIONS, AND/OR RESPONSIBILITIES OF THE PARTIES INVOLVED**

#### **10. Government**

The obligation of government agencies, based on their respective mandates, to provide necessary services, actions, and assistance relative to off-campus activities shall be determined by the JMC that shall be issued by and between the following agencies:

- 10.1 Commission on Higher Education (CHED);
- 10.2 Department of Tourism (DOT);
- 10.3 Department of the Interior and Local Government (DILG);
- 10.4 Land Transportation Office (LTO);
- 10.5 Land Transportation Franchising and Regulatory Board (LTFRB);
- 10.6 League of Cities of the Philippines (LCP); and
- 10.7 League of Municipalities of the Philippines (LMP).

## **Section 11. Higher Education Institutions (HEIs)**

### **11.1 Responsibilities and Obligations:**

The HEIs shall:

- a. Design, determine and approve the activities for the conduct of off-campus activities in accordance with the curriculum requirement and/or HEI's particular context or respective mission. Their design should include the relevance of the activity to the program.
- b. Adopt and implement its own institutional policies, including adherence to requirements under this CMO, as part of its duty to observe due diligence in the conduct of off-campus activities. Failure to do so shall be a cause for imposition of the sanctions as provided in the CMO without prejudice to other liabilities under applicable laws.
- c. Designate the personnel-in-charge (PIC) with appropriate qualifications and experience and when necessary, identify an overall leader from among the PICs.
- d. Ensure a 1:35-50 PIC-student ratio for the curricular activities. For non-curricular activities, the HEIs shall adopt an appropriate PIC-student ratio, as it deems fit.
- e. Ensure safety and welfare of mobility of students through the following transportation vehicles:
  - e.1 owned by the HEI – Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others shall be ensured; and
  - e.2 third party or sub-contracting – Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, updated/valid franchise with LTFRB or Travel and Tour Operator duly accredited by the Department of Tourism shall be ensured.
- f. Coordinate with the appropriate LGU/s or non-government organizations (NGOs).
- g. Require the students to submit a written consent of the parents or the student's guardian and medical clearance, if appropriate.
- h. Establish mechanisms to provide parallel activities for curricular and alternative activities for non-curricular which provide similar acquisition of knowledge and/or competencies to achieve the learning objectives for students who cannot join the activity. These parallel activities shall not be made as a substitute of a major examination for the purpose of compelling students to participate in said activities. The HEI shall only impose acceptable measures and non-punitive activities to concerned students.



- i. Give due consideration to students or learners with special needs or Persons with Disabilities (PWDs).
- j. Conduct off-campus activities that shall not unduly benefit or accommodate any of the establishments owned by HEI or CHED employees and officials or by an owner who is a relative within the third civil degree of consanguinity or affinity.

**11.2 Requirements:**

a. Checklist of requirements:

**a.1 Before the off-campus activity**

The President must require the submission of the following from its personnel concerned:

<b>REQUIREMENTS</b>	<b>PROOFS</b>
<b>a.1.1 Curriculum</b> The curriculum should include the off-campus activity with corresponding unit credits and time-allotment whether lecture or laboratory hours, specifying course title and unit credits.	Course Syllabus which reflects the relevance of requiring an educational tour and field trip
<b>a.1.2 Destination</b> As much as practicable, destination of off-campus activities should be near the concerned HEI in order to minimize cost. CMO No. 11, s. 1997 entitled, <i>Enjoining All Higher Education Institutions (HEIs) in the Country to Make, Insofar as Practicable, All Registered Museums and Cultural Sites and Landmarks as Venues for Educational Tours and Field Trips and Subjects for Studies and Researches</i> may serve as guide for the places that may be visited among others, registered museums, cultural sites and landmarks that should be in line with the objectives of the off-campus activity.  The destination and schedule should be relevant to the subject matter.	Appropriate report
<b>a.1.3 Handbook or Manual</b> The requirements and guidelines of the conduct of local off-campus activities should be updated and be included in the students' handbook or manual.	Handbook or Manual



<b>REQUIREMENTS</b>	<b>PROOFS</b>
<b>a.1.4 Consent of the Parents or Student's Guardian</b>	Duly notarized/subscribed consent
<b>a.1.5 Medical Clearance of the Students</b>	Medical clearance of the students, if appropriate duly signed by the HEI or government Physician
<b>a.1.6 Personnel-In-Charge</b>  The designated personnel-in-charge must be an employee of the institution and must have the appropriate qualifications and experiences related to off-campus activities. When necessary, <i>identify overall leader from among the personnel-in-charge.</i> With appropriate first-aid and medical emergency training.	<ul style="list-style-type: none"> <li>○ Designation or order from the Administration indicating personnel-in-charge's role and responsibilities before, during and after the off-campus activities</li> <li>○ Relevant certificate on first-aid training</li> </ul>
<b>a.1.7 First Aid Kit</b>  The HEI should provide a complete first-aid kit.	First-aid kit
<b>a.1.8 Fees/Fund Source</b>  The fees to be collected from the students must be duly approved and disseminated to concerned stakeholders.  There should be a breakdown of fund sources and other resources properly secured and accounted for.	Duly approved schedule of fees  Appropriate report
<b>a.1.9 Insurance</b>  The HEI should provide insurance (individual or group) provision for students, faculty and other concerned stakeholders, for the purpose of the activity.	Proof of insurance provision
<b>a.1.10 Mobility of Students</b>  a.1.10.1 Owned by the HEI	Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, among others.
 a.1.10.2 Third party or sub-contracting  a.1.10.2.1 Franchisee	<ul style="list-style-type: none"> <li>○ Certification from LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date), if applicable.</li> <li>○ Special Permit from LTFRB if transportation is out-of-line</li> <li>○ Updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.</li> </ul>



<b>REQUIREMENTS</b>	<b>PROOFS</b>
<p>a.1.10.2.2 Travel and Tour Operator In cases where the service of Travel and Tour Operator is used, it should be duly accredited by the DOT.</p> <p>If applicable, the HEI must engage an accredited tourist transport vehicle and/or tourist guide with the appropriate permits.</p>	<ul style="list-style-type: none"> <li>○ Copy of Travel and Tour Operator Accreditation Certificate by the DOT</li> <li>○ Duly approved Plan/ Itinerary of travel by the HEI</li> <li>○ Certification from the LTFRB for the validity of the franchise of the proposed operator (i.e. legitimate, current and up-to-date), if applicable.</li> <li>○ Vehicles' updated/valid documents pertaining to registration, insurance coverage, driver's license, assurance of roadworthiness, etc.</li> </ul>
<p><b>a.1.11 LGUs/NGOs</b> The HEI should duly coordinate with appropriate LGUs/NGOs.</p> <p>Whenever necessary for the safety and convenience of the touring party, advance and proper coordination with the local government units with acknowledged letter from the concerned government agency shall be secured before the scheduled dates of the activity.</p>	<ul style="list-style-type: none"> <li>○ Copy of the letter sent to the LGUs</li> <li>○ Copy of acknowledgement letter from the LGUs</li> </ul>
<p><b>a.1.12 Activities</b></p> <p>a.1.12.1 General orientation to students</p>	Minutes and attendance of the briefing and consultation conducted to concerned students, faculty and stakeholders
<p>a.1.12.2 Consultation to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature</p>	
<p>a.1.12.3 Announcement to students, faculty and parents of the activity one (1) or two (2) months before the scheduled date of the conduct of off-campus activities</p>	<ul style="list-style-type: none"> <li>○ Letters to parents, students and adult companion preferably faculty</li> <li>○ Appointment with conforme of Personnel-in-charge</li> </ul>
<p>a.1.12.4 Briefing to concerned faculty and students and provide the needed info materials before the trip</p>	<ul style="list-style-type: none"> <li>○ Itinerary</li> <li>○ Handy information materials for students</li> </ul>
<p>a.1.12.5 Learning journals for students</p>	Standard format of learning journals given to students
<p>a.1.12.6 Emergency Preparedness Plan to be given to students and stakeholders</p>	Appropriate report



**a.2 During the off campus activity**

<b>REQUIREMENTS</b>	<b>PROOFS</b>
a.2.1 Personnel-in-charge, identify overall leader (when necessary) with the following tasks:	List of personnel or attendance
a.2.1.1 Accompany the students from the time they assemble for the off-campus activity up to debriefing.	List of students and/or attendance
a.2.1.2 Ensure the provision of the allowable seating capacity of the vehicle/s used. (No student shall be allowed to ride on the roof of motor vehicle or on the boarding platform)	Contract of service with the third party
a.2.1.3 Ensure that program of activities is properly followed as planned or activities can be adjusted as the need arises.	

**a.3. After the off-campus activity**

<b>REQUIREMENTS</b>	<b>Proofs</b>
a.3.1 Learning journals of students	Appropriate report/grades
a.3.2 Assessment report/ Evaluation Report	Assessment report by faculty including the breakdown of expenses
a.3.3 Expenditure report	Breakdown of expenses
a.3.4 Debriefing of concerned faculty to students to be able to assess acquisition of learning	Report on debriefing program conducted

**b. Submission of Reports:**

The HEIs shall submit the following comprehensive reports in compliance with this CMO:

**b.1 Certificate of Compliance.** A certificate of compliance, duly notarized, certified correct by the PIC, recommending approval by the VPAA and duly approved by the President or Head of the HEI or his/her authorized representative stating that all the requirements have been prepared and duly complied with using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity. (Please refer to Annex A)

**b.2 Report of Compliance.** A report of compliance must be certified correct by the PIC, reviewed by the Dean or Program Head, recommending approval by the VPAA and duly approved by the President or Head of the HEI or his/her authorized representative listing all the activities and corresponding compliance using the prescribed template shall be submitted to the CHEDRO fifteen (15) days before the activity. (Please refer to Annex B)



**b.3 Comprehensive Semestral/Term Report.** A semester/term comprehensive report shall be submitted to the concerned CHEDRO at the end of the semester/term of the conduct of the educational tour and field trip using the prescribed template. (Please refer to Annex C)

**c. Exemption from submission of report to CHED**

- c.1 HEIs awarded as Autonomous, Deregulated, Centers of Excellence/Centers of Development, or Level II accredited programs, and SUCs with at least Level III shall be exempted from submitting Report of Compliance, but are required to submit the Certificate of Compliance (refer to Annex A)
- c.2 Submission of reports shall not be required for non-curricular off-campus activities and field study/experiential learning/related learning experience activities. However, for the purposes of transparency, the activities should be posted in conspicuous places and the website of the HEI, if available.

## **Section 12. Students**

### **12.1 Responsibilities and Obligations:**

Students shall:

- a. Be officially enrolled;
- b. Adhere to the rules and regulations of student manual; and
- c. Submit a learning journal/paper reflecting his/her observations, learnings, findings and noteworthy experiences.

12.2 Imposition of sanctions for non-performance/violation of above-mentioned actions should be in accordance with the HEIs' policies.

## **ARTICLE VIII MONITORING AND EVALUATION**

**Section 13.** The CHEDROs shall conduct a monitoring of the compliance vis-à-vis obligations and liabilities of the HEIs to the documentary requirements and activities undertaken.

**Section 14.** All HEIs awarded as Autonomous, Deregulated, Centers of Excellence/Centers of Development, or with at least Level II accredited programs, and SUCs with at least Level III shall be exempted from monitoring and evaluation, except when there are complaints related to the conduct of off-campus activities.

**Section 15.** CHEDROs shall submit a summary of monitoring report of the HEIs within their respective region and submit the same to the Office of the Executive Director (OED) through the Office of Student Development and Services (OSDS).



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## ARTICLE IX FEES

**Section 16.** Students should only be charged for actual costs of transportation, entrance fees and related expenses, subject to consultation. General information on fees related to the conduct of off-campus activities should be included in the student handbook or manual.

## ARTICLE X VIOLATIONS AND SANCTIONS

**Section 17. Violations.** The following are considered violations of these policies and guidelines:

- 17.1 Failure to comply with any of the requirements in the CMO, such as:
  - a. Conduct of orientation or consultation;
  - b. Conduct of activity without approval of the President/Head of the HEI;
  - c. Verification with agency concerned on road worthiness of vehicles;
  - d. Validation of appropriate license of the driver;
  - e. Establishment of parallel activities;
  - f. Submission of required reports to CHEDRO;
  - g. Submission of requirements per required timelines; or
  - h. Compliance with the requirements and obligations (Faculty/student ratio, loading capacity of transportation, etc.).
- 17.2 Imposition of punitive measures upon the student who failed to attend/join the activity.
- 17.3 Deployment of unqualified PIC.
- 17.4 All other analogous circumstances.

**Section 18. Sanctions.**

18.1 The CHEDROs, after due process, may impose the following appropriate sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs with the policies and guidelines stated in this CMO:

- a. written warning
- b. cancellation of the activity
- c. order the refund of collected fees

Thereafter, CHEDROs are required to submit within thirty (30) days to the CHED Legal and Legislative Service (LLS) actions taken in pursuance of this provision.



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18.2 For violation/s or non-compliance of the HEIs affecting the general public and/or national interest, the Commission en Banc, taking into consideration the recommendation of the CHED LLS, may impose the following sanctions depending on the nature and seriousness of the violation/s or non-compliance of the HEIs:

- a. Blacklisting of the third party (franchisee or tour operator);
- b. Suspension from conducting off-campus activities for a period of time as determined by the CEB; and
- c. Repeated violations of the CMO may result to the imposition of penalties such as revocation of permits, downgrading of status, phase-out and such other penalties may be validly imposed by the Commission to the concerned HEIs.

18.3 This is without prejudice to the right of the concerned students/injured party/ies to file the necessary criminal or civil charges or administrative charges against the school and/or its administrators under the civil code or other applicable laws.

## ARTICLE XI REPEALING CLAUSE

**Section 19.** This CMO supersedes CMO No. 17, s. 2012 entitled "Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students." All previous issuances or part thereof inconsistent with provisions of this CMO are deemed repealed, revoked or rescinded accordingly.

## ARTICLE XII TRANSITORY PROVISION

**Section 20.** All HEIs, including SUCs and LUCs, shall immediately fully comply with all the requirements in this CMO upon its effectivity.

**Section 21.** The moratorium on the conduct of educational tours and field trips entitled "*Imposition of Moratorium on Field Trips and other Similar Activities Covered Under CHED Memorandum Order No. 17, Series of 2012, and Review of the Policy to Strengthen Mechanisms that Safeguard All Students at All Levels and Faculty Members in Activities included in the Curricular, Research and Extension Programs of Higher Education Institutions*" shall also be deemed lifted upon the effectivity of this CMO.

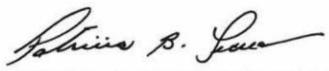


## ARTICLE XIII EFFECTIVITY

**Section 22.** This CMO shall take effect fifteen (15) days after its publication in the Official Gazette or in a newspaper of general circulation and filing with the Office of National Administrative Register (ONAR) and shall remain in force and effect until revoked or amended.

Issued this 25 day of July in Quezon City.

For the Commission:



**PATRICIA B. LICUANAN, Ph.D.**  
Chairperson

*Annexes:*

- ANNEX A – Certificate of Compliance
- ANNEX B – Report of Compliance
- ANNEX C – Comprehensive Semestral/Term Report



**Annex A**



**(Name of HEI)**

**LOCAL OFF-CAMPUS ACTIVITIES**

**CERTIFICATE OF COMPLIANCE**

This is to certify that all the processes, procedures and requirements before the conduct of the off-campus activity/ies pursuant to CMO No.\_\_\_\_, s. 2017 entitled "Policies and Guidelines on Local Off-campus Activities" have been duly complied with, and that by virtue thereof, we hereby assume full responsibility for the safety and welfare of the students.

**Certified Correct:**

**Recommending approval:**

\_\_\_\_\_  
Personnel-in-Charge

\_\_\_\_\_  
Vice-President for Academic Affairs

**Approved by:**

\_\_\_\_\_  
President/Head of HEI/  
Authorized representative

SUBSCRIBED AND SWORN to before me, this \_\_\_\_\_, by \_\_\_\_\_ who  
exhibited to me (his/her) competent proof of identification \_\_\_\_\_ issued at \_\_\_\_\_,  
Philippines on \_\_\_\_\_.

Notary Public

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of \_\_\_\_\_;



## Annex B

Republic of the Philippines  
Office of the President  
COMMISSION ON HIGHER EDUCATION

**LOCAL OFF-CAMPUS ACTIVITIES**

**REPORT OF COMPLIANCE**

NAME OF HEI: \_\_\_\_\_

REGION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**BASIC INFORMATION:**

PROGRAM NAME	COURSE	DESTINATION/S AND VENUE	INCLUSIVE DATES	NUMBER OF STUDENTS	LIST OF PERSONNEL-IN-CHARGE
e.g. BS Travel Mgt.	PTour 1	Baguio Burnham Park Pinagbenga Festival	February 25 – 28, 2017	40	Engr. Liveta Mr. Ong

**REPORT BEFORE THE ACTIVITY:**

ACTIVITIES	COMPLIANCE	
	YES/NO	REMARKS
1. Curriculum Requirement		
2. Destination		
3. Handbook or Manual		
4. Students Consent of the Parents/Guardians Medical Clearance of the Students		
5. Personnel-In-Charge		
6. First Aid Kit		
7. Fees/Funds		
8. Insurance		
9. Mobility of Student (vehicles) Owned by the HEI Third Party or Subcontracting Franchisee/Travel Agency/ Tour Operator		
10. LGUs/NGOs		
11. Activities Orientation to students Consultation Announcements Briefing before the trip Learning Journals Emergency Preparedness Plan		

Certified Correct:

Recommending approval:

Personnel-in-Charge

Vice President for Academic Affairs

Reviewed by:

Approved by:

Dean or Program Head

President/Head of HEI/ Authorized representative



**Annex C**

Republic of the Philippines  
Office of the President  
**COMMISSION ON HIGHER EDUCATION**

**LOCAL OFF-CAMPUS ACTIVITIES**  
**COMPREHENSIVE SEMESTRAL/TERM REPORT**

**NAME OF HEI:** \_\_\_\_\_ **REGION:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

PROGRAMS	DESTINATION/S	NO. OF STUDENT	NO. OF HEI PERSONNEL
e.g. BS Travel Mgt.	Baguio	120	5
BS Civil Engineering	Bataan	50	2

**Problems encountered and actions taken to address the situation**

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**Recommendation**

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Certified Correct:

\_\_\_\_\_  
**Personnel-in-charge**

Recommending approval:

\_\_\_\_\_  
**Vice President for Academic Affairs**

Approved by:

\_\_\_\_\_  
**President/Head of HEI/ Authorized  
representative**



**Checklist of Requirements**  
**For CMO No. 17 Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students**

		Complied		<b>REMARKS</b>
		Yes	No	
<b>A. Before the Educational Visit or Field Trip</b>				
1. Included in the curriculum	Included in the curriculum with corresponding unit credits and time allotment whether lecture or laboratory hours  specify course title and unit credits			
2. Guidelines of concerned HEI included in the student's handbook displayed in the conspicuous places, and included in the General Orientation of Freshmen	Update Guidelines of concerned HEI included in the student's handbook, displayed in the conspicuous places, and included in the General Orientation of Freshmen d HEI  Outline of Assessment Report to be filled in by the concerned faculty and students			
3. Faculty –in-charge	Faculty –in-charge a. Present designation  <i>b. With letter of notification from the Administration indicating Faculty-in-charge role and responsibilities before, during and after the educational tours and field trips.</i>			
4. Advanced and properly coordinated with the Local Government and other concerned non-government offices.	Advanced and properly coordinated with the Local Government and other concerned non-government offices with letter request by the sending HEI and acknowledged/approved by LGUs/NGOs			
5. Consultation conducted to concerned students, faculty and stakeholders.	Consultation conducted to concerned students, faculty and stakeholders with attached minutes of consultation and attendee's signature			
6. Destination chosen considering cost and benefit requirements	Destination chosen considering cost and benefit requirements,			

		Complied		REMARKS
		Yes	No	
	safety, and relevance with the subject matter			
7. Fund and other resources properly secured	Fund and other resources properly secured and accounted for			
8. Briefing to concerned faculty and students	Briefing to concerned faculty and students and provide the needed info materials			
9. Written plans submitted to HEIs	Written plans by the accredited travel agency (if appropriate) with attached Gant Chart duly-approved by the HEI  Copy of the itinerary and Travel Agency's or Tour Operator's Accreditation Certificate issued by DOT			
10. Insurance of students, faculty and other concerned stakeholders	Individual or group insurance for students faculty and other concerned stakeholders			
11. Format of Learning journals given to students	Standard Format of Learning journals given to students			
12. Announcement to students, faculty and parents	Announcement to students, faculty and parents made one (1) to two (2) months before the scheduled date of educational tour/field trip			
13. Risk Assessment plans in place	Risk Assessment plans in and preventive measures given to students and stakeholders			
14. Medical clearance of students	Medical clearance of students and medical aid kits are provided Medical clearance duly signed by the Parent or Physician or Waiver			
15. Schedule of fees (including its details)	Written schedule of fees disseminated to concerned stakeholders			
16. Parent/guardian consent duly-notarized be required before the educational tour or field trip	Duly-notarized consent submitted before the activity			
<b>B. During the Educational Visit of Field Trip</b>	<i>Concerned parents or guardians were properly informed of the HEI</i>			

## Appendix F

### Policy on University Security Measures

REPUBLIC OF THE PHILIPPINES)  
CITY OF ANGELES )SS.

#### **EXECUTIVE COMMITTEE RESOLUTION**

#### **UNIVERSITY SECURITY MEASURES**

**WHEREAS**, maintaining and promoting the security infrastructure of the University is important in order to ensure compliance with the University's mandate to protect the life and secure the person and personal belongings of its officers, teaching and non-teaching personnel, students as well as guests and visitors who visit or have business within the University campus;

**WHEREAS**, maintaining an effective security system within the University campus is important to promote a sense of well being within the University community, and enhance the capability of its teaching and non-teaching staff to perform their duties and responsibilities and ensure a sense of well being to enhance the capacity of students to concentrate in their studies;

**WHEREAS**, maintaining and promoting respect for the University's security system constitutes an integral part of the school's *in loco parentis* obligation to the state and commitment to the parents of students that while in the school premises, the children study within a secure environment.

**NOW, THEREFORE, BE IT RESOLVED, THAT:**

(1) *Minimum Features of the University Security System.* - The University's security system shall be constituted of the following features:

- 1.1. **University Identification Cards.** - Official identification cards with the name, designation, office unit, signature and close-up photo shall be issued by the University to all teaching and non-teaching personnel and students, which shall be worn on display at all times within the University premises.

Guests and other visitors of the University shall be issued visitors' passes which they have to wear during the entire time that they are within the University premises.

It shall be mandatory for all University teaching and non-teaching staff and students to display their identification cards for the proper inspection or certification of University's security personnel.

- 1.2. **Ingress Into and Egress Out of the University Campus.** - It is an integral part of the University security system that ingress into and egress from the University campus shall only be through designated entrance points and exit points, as the case may be. It shall constitute a major offense for any person to enter into the University campus, or to exit from the University campus, other than through the duly designated entrance and exit points, as the case may be.

A system of inspection of motor vehicles coming into and going out of the University campus may be enforced on a continuous, periodic or random basis by the University through its security personnel at entrance and exit points of the University campus.

- 1.3 NO Bringing into or Carrying of Deadly weapons. - Except for the University security personnel who are authorized to carry duly registered or licensed weapons, no person shall be allowed to bring into the University or carry within the University premises, firearms, knives, and other forms of deadly weapons. Upon specific registration with the University's security unit, bodyguards of public officials or other important guests may be allowed to carry duly licensed weapons within the University's premises.
- 1.4 Prohibition on Use of Liquor and Prohibited Drugs within University Campus. - Since intoxication or being under the influence of drugs has been shown to be the cause of various offenses, it is prohibited to bring into the campus or to ingest or to take any form of liquor or prohibited drugs within school premises or to be found in possession of any form of liquor or prohibited drugs within the University premises.  
Exempted from these prohibitions would be the bringing in or serving of liquor for officially registered events undertaken within the University premises.
- 1.5 CCTV System. - The installation and proper maintenance within the University campus of a network CCTV and other similar security system is deemed important for maintaining an efficient security system that will record for purposes of evidence nefarious and other unlawful activities committed within the University premises, facilitate any act that shall undermine the prosecution of person who commit unlawful activities, and more importantly, constitute a deterrent to the commission of any offense which otherwise would have been committed in an atmosphere of impunity.
- 1.5 Keeping Records and Facilities under Lock and Key System. - The confidentiality of University records, and the security of its various equipment and facilities requires that the same should be under a system of lock and keys which access thereto shall be only through accountable University personnel.

(2). *University IT Security Measures.*

- 2.1 Computers and Software. The use of university owned computers and software within the campus shall be for official and business purposes only. All users should adhere to the protection of intellectual property rights in software and all information extracted using the university's IT system. If necessary, authorized university personnel will check and inspect any computer, all its software and all data stored therein.
- 2.2 User Names and Passwords. All users with assigned user names and passwords must at all times protect their access to the university's information systems which includes access to, but is not limited to, the CAMPUS++ System, the HAU Email System, Beadle System, and Payroll Information System. No user shall reveal user name and password information to another user. System administrators may unilaterally reset passwords or deactivate accounts if accounts come under suspicion as being compromised.

- 2.3 Internet Access. Use of the Internet may be monitored and logged including all sites visited, the duration of the visits, amount of data downloaded, and types of data downloaded. The time of recorded activity may also be logged. Users are urged to use caution when visiting unknown Internet sites and keep their browser configured to IT approved standards in order to protect against infections of malware and viruses. Certain inappropriate sites are blocked. Any computer may be denied Internet access if it is necessary to do so.
- 2.4 Information Security. In general, all information created and communicated using university systems are to be treated with confidentiality. Information stored in university computer systems may be subject to inspection by duly authorized personnel for legitimate purposes. Unauthorized extraction of data from university computer systems is prohibited. Login in and activity records may be reviewed by authorized personnel to verify valid system transactions by users.
- 2.5 Major Offenses. With respect to the use of IT resources within the university, the actions or activities indicated below are classified as major offenses. They include, but are not limited, to the following:
- 2.5.1 Intentionally sharing personal account access information (i.e., user name and password) to another user.
  - 2.5.2 Stealing the account information of another user.
  - 2.5.3 Hacking into or introducing viruses or malware to university IT systems.
  - 2.5.4 Deliberate destruction or deletion of electronic data without authorization.
  - 2.5.5 Extraction of data for purposes other than what they have been intended for from CAMPUS++ and all other university electronic systems.
  - 2.5.6 Release of confidential personal or private information without authorization.
  - 2.5.7 Engaging in harassment, cyber bullying and/or other illegal online activities against any member of the university community.
- (3). *Other Security Measures to be Adopted.* - The University may provide other security measures or add security features within the University campus which shall be mandatory and binding for all teaching and non-teaching staff and students from the time they are officially published in the University bulletin boards or website.
- (4). *Offense Committed in Violation of the University's Security Measure or System.* - It is hereby considered to be a serious offense to commit any act that would be contrary to or in violation of the security measures undertaken by the University, such as but not limited to the following: failure or refusal to wear official identification cards within the University premises, refusal to exhibit official identification cards when requested by University security personnel, refusal to allow an inspection of motor vehicle at security points when requested by University security personnel, the breaking of locks or seal, forcibly opening of locked doors or windows, intentionally blocking by any means or altering the designated directional view of, or causing damage or destruction to, CCTV and other security devices of the University, climbing over any of the University fences as a means of ingress into or egress out of the

University campus, bringing into the University premises or having in one's possession any deadly weapon, violating any of the University IT security measures, etc., and shall be punishable as follows:

First Offense: Suspension

Second Offense: Termination

- 4.1. The foregoing penalties shall be separate from the civil liability arising from the damage that may have been caused to the University's security system.
- (5). The provisions of this memorandum shall constitute an integral part of the College Faculty manual, High-school faculty Manual, Laboratory Elementary School Manual and the Non-Teaching Personnel handbook.

ADOPTED THIS 18<sup>TH</sup> DAY OF JANUARY 2013 AT ANGELES CITY, PHILIPPINES.

*S. Josefina G. Nepomuceno, OSB*  
S. JOSEFINA G. NEPOMUCENO, OSB  
CHAIRMAN

*Peter G. Nepomuceno*  
ENGR. PETER G. NEPOMUCENO  
VICE-CHAIRMAN

*Mf*  
ENGR. GEROMIN T. NEPOMCENO  
MEMBER

*EHP*  
ATTY. ELFREN P. HIPOLITO, JR.  
MEMBER/CORPORATE SECRETARY

*Arlyn Sicangco-Villanueva*  
DR. ARLYN SICANGCO-VILLANUEVA  
MEMBER/PRESIDENT

## Appendix G

### Policy on the Use of University Grounds and Facilities

REPUBLIC OF THE PHILIPPINES)  
CITY OF ANGELES )SS.

#### EXECUTIVE COMMITTEE RESOLUTION

#### POLICY, RULES AND REGULATIONS ON THE USE OF UNIVERSITY GROUNDS AND FACILITIES

**WHEREAS**, the University campus, the grounds, buildings and other facilities in it, constitute the private property of the University, and should be properly safeguarded and devoted towards the fulfillment of the University Mission and Vision;

**WHEREAS**, the acquisition of the University grounds, the construction of the various University facilities has required the devotion of large resources from the University, its donors and benefactors and requires the expenditure of large resources for their upkeep, maintenance and upgrading towards their devotion to stakeholders, mainly the faculty and the students;

**WHEREAS**, there is a need for the formal policies, rules and regulation covering the use, and safeguarding of such University grounds and facilities;

**NOW THEREFORE**, it is hereby resolved that, the use of any of the grounds or facilities of the University shall be in accordance with the following rules and regulations:

1. No ground section, building or other facilities of the University shall be used for any purpose other than what they are primary intended for, without obtaining proper authorization or permission from the proper school authorities as provided hereunder.

1.1 The term "primary use intended for" for which no prior authorization or permission shall be required, shall mean and cover for purposes of illustration the following: classrooms to be used for teaching, laboratories to be used for laboratory classes, chapel being used for religious activities, conference rooms to be used for authorized meetings, pedestrian areas being used for ingress and egress, open spaces being used for official school activities, etc.

Nothing herein shall be construed to authorize the use or forcible ingress or access to facilities which had been placed by University under lock and key, even when the intended purpose of such ingress or deliberate access shall be consistent with the primary use intended for such locked or secured facility.

1.2 Examples of activities or use of school grounds and facilities that need prior permission/authorization shall be for purposes of illustration, which in no way shall be deemed exclusive in character, may include: the use of classrooms as meeting rooms, the use of open spaces as meeting areas, the use of parking areas as meeting places or student rehearsals, conducting religious activities outside of the chapel, conducting union meetings outside of union offices, the use of sports facilities as meeting areas and concerts, etc.

2. The use of any grounds or school facilities outside of their intended primary purposes shall comply with the following procedures:

2.1 Applicant shall file an Activity Form which shall be obtained from the Venues & Logistics Office at least one (1) week before the scheduled date of activity.

2.2 For academic-related activities, the applicant must seek the approval of the College Dean, Principal and the VP for Academic Affairs. For non-teaching personnel activities, the applicant must seek the approval of the office head and the cluster head. For student activities, the applicants must seek the approval of the adviser and the Dean of Student Affairs. For outsiders such as Professional Organizations, companies and institutions, applicant must seek the approval of the University President.

3. The unauthorized use of facilities or the grounds of the university for purposes other than their primary intended use without complying with the foregoing procedures shall constitute an offense punishable as follows:

1<sup>st</sup> Offense: Written Warning  
2<sup>nd</sup> Offense: Suspension  
3<sup>rd</sup> Offense: Termination

4. The improper use of the grounds, facilities, and or equipment of the university which causes damage or leads to potential damage to said grounds, facility or equipment, shall also constitute an offense punishable as follows:

1<sup>st</sup> Offense: Written Reprimand  
2<sup>nd</sup> Offense: Suspension  
3<sup>rd</sup> Offense: Termination

Such penalties are separate and distinct from the civil liability incurred to reimburse the University for the damage caused.

5. The deliberate destruction of or causing damage to the university grounds, facilities, equipment or records, shall constitute a serious offense punishable with the penalty of termination. Such penalty is separate and distinct from the civil liability incurred to reimburse the University of the damage caused.
6. The provisions of this memorandum shall constitute an integral part of the College Faculty manual, High-school faculty Manual, Laboratory Elementary School Manual and the Non-Teaching Personnel handbook.

ADOPTED THIS 14<sup>th</sup> DAY OF JANUARY 2013 AT ANGELES CITY, PHILIPPINES.

*S. Josefina G. Nepomuceno, Jr.*  
S. JOSEFINA G. NEPOMUCENO, OSB  
CHAIRMAN

*P.G.N.*  
ENGR. PETER G. NEPOMUCENO  
MEMBER

*M.J.N.*  
ENGR. GEROMIN T. NEPOMCENO  
MEMBER

*E.P.H.*  
ATTY. ELFREN P. HIPOLITO, JR.  
MEMBER

*J.S.S.V.*  
DR. ARLYN SICANGCO-VILLANUEVA  
MEMBER

## **Appendix H**

### **POLICY ON CHEATING**

#### **Policy Statement**

The following acts shall constitute cheating and shall be punishable hereunder:

1. Unauthorized possession of notes or any material relative to the examination whether the student actually uses them or not;
2. Copying from or allowing another to copy from one's examination papers;
3. Talking with another without permission during an examination;
4. Plagiarism and/or passing as one's own work any assigned reports, term paper, case analysis, reaction paper, and the like, which was copied from another; and/or
5. Using any electronic device/cell phone during the exam unless allowed by the teacher.
6. Or any form of cheating that may be committed during the conduct of online classes. (**Offenses against the University, its community members and its properties; B.17**)

#### **Step s in Reporting Cheating Cases**

1. The faculty member administering the examination will immediately apprehend a student who is cheating on the spot and will receive zero (0) in the examination/test/quiz.
2. If the same student repeats this major offense/cheating, the student will be given a failing grade in the subject in which he was caught cheating without prejudice to the imposition of other disciplinary measures. The case will be reported to OSA for other necessary sanctions