

# SECTION 19

## OFFENSES, VIOLATIONS AND INTERVENTIONS

Offenses are classified into minor, major, and traffic-related.

### 19.1 Minor Offenses

The following sanctions shall be imposed on student-violators based on the frequency of violation:

Violation	Sanction
First	Written warning (with verbal advice)
Second	First minor offense
Third	Second minor offense
Fourth	Third minor offense (equivalent to a major offense)

Below are the acts considered as minor offenses:

**19.1.1** Behavior considered unbecoming of a young Christian adult, which includes, but not limited to:

- 19.1.1.1** unnecessary shouting inside university buildings, hallways/corridors
- 19.1.1.2** loitering along hallways/corridors
- 19.1.1.3** sitting on the table, stairs, veranda and railings
- 19.1.1.4** sliding on handrails of stairs
- 19.1.1.5** use of vulgar or profane language

**19.1.2** Wearing of clothes that are not allowed in campus, such as:

- 19.1.2.1** jeans that are ripped more than 3 inches above the knee and with visible skin
- 19.1.2.2** shorts (business style) that are more than 3 inches above the knee
- 19.1.2.3** spaghetti straps, racer back, tube, unprescribed sleeveless blouses
- 19.1.2.4** blouses and dresses with plunging neckline/backless
- 19.1.2.5** midriffs, hanging blouses, off shoulder blouses and dresses
- 19.1.2.6** skirts/dresses more than 2 inches above the knee
- 19.1.2.7** overly tight clothing for male and female (including leggings and jeggings)
- 19.1.2.8** haltered blouses/dresses and crop tops
- 19.1.2.9** see-through clothes without proper inner garments
- 19.1.2.10** t-shirts, blouses, and dresses with offensive prints/statements

- 19.1.2.11 all kinds of slippers (except during heavy rains)
- 19.1.2.12 cross-dressing
- 19.1.3 Improper use of facilities and equipment
  - 19.1.3.1 improper/Unauthorized use of classroom equipment (LCD monitor, projector, board, TV, aircon)
  - 19.1.3.2 eating/drinking inside the classroom unless permitted by the faculty-in-charge
- 19.1.4 Improper/non-wearing of school ID
- 19.1.5 Violation of class policies and procedures stated in the syllabus
- 19.1.6 Body piercing and more than a pair of earrings for females
- 19.1.7 Tattoos particularly for CCJE, CEAT, CTHM and COEd students due to the nature of their courses
- 19.1.8 Proselytizing
- 19.1.9 Unauthorized posting/removal of streamers in reference to section 1.11.2
- 19.1.10 Failure of any enrolled international student to visit the International Student Unit in OSS once every three months for each school year
- 19.1.11 Use of gambling cards

## 19.2 Major Offenses

The major offenses committed by students warrant the imposition of the penalty of probation, suspension, non-readmission, exclusion, or expulsion as defined below:

Corrective Action	Description
Suspension*	As a <b>penalty</b> , suspension allows the higher education institution to deprive or deny the erring student from attending classes for a period not exceeding twenty percent (20%) of the prescribed total class days.
	While under investigation, <b>preventive suspension</b> may be imposed where the erring student is prohibited from entering the university premises and from attending classes especially when the evidence of guilt is strong, and the responsible university official is morally convinced that the continued stay of the student would cause sufficient distraction to the normal operations of the institution, or would pose real or imminent threat or danger to persons and property inside the institutions premises. The

	number of days that a student was preventively suspended for shall be counted as part of the possible sanction should s/he be found guilty afterwards in the disciplinary case.
Expulsion*	A penalty wherein the institution declares an erring student disqualified for admission to any public or private higher education institution in the Philippines.
Probation*	An alternative to suspension or expulsion. In this way the student is warned that future misconduct will not be tolerated, but is permitted to continue his/her education, as long as the misconduct stops.
Non-readmission*	This allows the institution to deny admission or enrollment of an erring student for the school term immediately following the term when the resolution or decision finding the student guilty of the offense charged and imposing the penalty of non-readmission was promulgated.
Exclusion*	This allows the institution to exclude or drop the name of the erring student from the roll of students immediately upon resolution for exclusion was promulgated.
Alternative Sanction	An optional sanction given by the University, at the discretion of the SWAFO Director, to a student who has committed a major offense with suspension as the original sanction. The details about the alternative sanction are discussed during the promulgation of the decision.

*\*Cited from: Manual of Regulations for Private Higher Education of 2008*

The seriousness of the offense committed, taking into account the mitigating and aggravating circumstances which are present, shall determine the gravity of penalty or sanction to be imposed which ranges from a minimum of 1 - 5 as described on the next page:

Corrective Action	Description
1	Under probation for 1 year
2	Suspension of minimum of 3 days to maximum of 5 days
3	Suspension of minimum of 6 to maximum of 9 days
4	Suspension of: 10-12 days or non-readmission
5	Exclusion/Expulsion

*Note: Maximum days of suspension should be observed if the student opts to render the alternative sanction*

If the student is a candidate for graduation or is transferring to another school, but has neither served his/her sanction nor served the penalty, and there is no any other means to do so, withholding of diploma, TOR, and other school records/credentials for a period of one (1) year shall be imposed.

All students who commit major offenses must undergo an intervention program. (see section 15.7.5)

A major offense is classified as misconduct, dishonesty, and violent acts with corresponding sanctions:

### 19.2.1 Misconduct

Offense		Corrective Action				
		1	2	3	4	5
<b>19.2.1.1</b>	Unauthorized changing of computer setup and default network setup	1	2			
<b>19.2.1.2</b>	Unofficial use of download and chat tools or instant messengers through the computer resource facility inside the university	1	2			
<b>19.2.1.3</b>	Intentional posting or transmitting any information or software which contains a virus, worm, or other harmful features	1	2			
<b>19.2.1.4</b>	Unauthorized use of routers	1	2			
<b>19.2.1.5</b>	Playing of web, network, or PC games in any of the computer resource facility	1	2	3	4	

	inside the University					
<b>19.2.1.6</b>	Sending of unofficial mass e-mail that causes complaints to DLSU-D mailing list	1	2	3	4	
<b>19.2.1.7</b>	Sending of unsolicited e-mails with large attachments to any DLSU-D mailing list	1	2	3	4	
<b>19.2.1.8</b>	Copying large non-work related files over the network	1	2	3	4	
<b>19.2.1.9</b>	Unauthorized sharing of folders other than the default shared folder set by the ICTC	1	2	3	4	
<b>19.2.1.10</b>	Using the university owned IT devices as storage for mp3's and movies	1	2	3	4	
<b>19.2.1.11</b>	Installing unlicensed software in university-owned IT devices	1	2	3	4	
<b>19.2.1.12</b>	Usage of anonymous proxy to access regulated or restricted sites		2	3	4	
<b>19.2.1.13</b>	Installation of rouge access points without consulting the ICTC		2	3	4	
<b>19.2.1.14</b>	Installation of non-ICTC unauthorized test servers		2	3	4	
<b>19.2.1.15</b>	Cloning the University website or system to attempt phishing			3	4	5
<b>19.2.1.16</b>	Unauthorized access to any account or computer resource not belonging to the user			3	4	5
<b>19.2.1.17</b>	Selling of prohibited and/or regulated drugs					5
<b>19.2.1.18</b>	Drug addiction and/or possession or use of prohibited and regulated drugs (without valid prescription) within and outside the premises of the university			3	4	5
<b>19.2.1.19</b>	Provocation in any form that results in heated verbal argument or physical confrontation between students or group of students	1	2			
<b>19.2.1.20</b>	Acts of gross disrespect, in words or in deeds, which tend to insult or subject to public ridicule or to contempt any member of the faculty, administration, support staff, other students, and visitors within the university, during		2	3	4	

	official off-campus activities/functions, outside the university, or through electronic means				
<b>19.2.1.21</b>	Unjust vexation/ discrimination/bullying (as defined by law), posting person-to-person damnation/cursing, or ill-wishing a person's present physical/psychological state, ethnicity, or cultural background, religion, political beliefs, or the like. Using bad and offending language in posting messages. This provision also includes cyberbullying.		2	3	4
<b>19.2.1.22</b>	Offering anything of value to any member of academic community in exchange for any undue personal gain or as a favor for the benefit of another			3	4
<b>19.2.1.23</b>	Acts of lewdness		2	3	4
<b>19.2.1.24</b>	Deliberate disruption of the academic function or any university activity or any other intentional act which tends to create disorders, tumult, breach of peace, or any serious disturbance although not connected with any academic function or school activity, including entering a class or breaking into any university function without the permission of those concerned		2	3	4
<b>19.2.1.25</b>	Publishing misleading information in social media or in print		2	3	4
<b>19.2.1.26</b>	Forging/falsifying any official university document/record			3	4
<b>19.2.1.27</b>	Acts that malign the good name and reputation of the University, its duly constituted authorities, and other members of the academic community such as the malicious imputation of a crime, offense, or impropriety, vice or defect whether real or imaginary or of any act, omission, condition status or circumstances tending to discredit or cause dishonor and contempt to the good name or reputation of the university		2	3	4

<b>19.2.1.28</b>	Unauthorized collection of money, checks or other instruments used as equivalents of money, in connection with any matter, property or transaction pertaining to University			3	4	5
<b>19.2.1.29</b>	Vandalism		2	3	4	
<b>19.2.1.30</b>	Littering		2	3		
<b>19.2.1.31</b>	Smoking and or using e-cigarettes/e-vaporizers within the university premises or approved off campus activities		2	3	4	
<b>19.2.1.32</b>	Gambling in any form inside the University premises and approved off-campus activity		2	3	4	
<b>19.2.1.33</b>	Participating in approved off-campus activity while in the state of intoxication/under the influence of liquor		2	3	4	
<b>19.2.1.34</b>	Possession of deadly weapon/s			3	4	5
<b>19.2.1.35</b>	Bringing, sending, sharing of obscene, profane or pornographic materials inside the University or during approved off-campus activities; through electronic means or; visiting pornographic sites		2	3	4	
<b>19.2.1.36</b>	Entering or being in the University premises while in a state of intoxication/under the influence of liquor		2	3	4	
<b>19.2.1.37</b>	Public display of affection such as: kissing; necking; petting; embracing; sitting/lying somebody else's lap; partner/couple staying in dark inconspicuous places; partner/couple staying in parked vehicles with lights off and closed windows; arm/s on hips/waist/shoulders of opposite sex; any act which constitutes public display of affection	1	2			
<b>19.2.1.38</b>	Final conviction before any court of any criminal offense involving moral turpitude			3	4	5
<b>19.2.1.39</b>	Habitual commission of minor offenses		2	3	4	

	(of the same nature)					
<b>19.2.1.40</b>	Violation of condition of being under probation	1	2			
<b>19.2.1.41</b>	Major traffic violations	1	2	3	4	5
<b>19.2.1.42</b>	Commission of third minor offense	1	2			
<b>19.2.1.43</b>	Commission of 2nd and 3rd major offenses		2	3	4	5
<b>19.2.1.44</b>	Any similar or analogous acts to any of the major offense	1	2	3	4	5

## 19.2.2 Dishonesty

Offense		Corrective Action				
		1	2	3	4	5
<b>19.2.2.1</b>	Tampering with any official school document		2	3	4	
<b>19.2.2.2</b>	Using someone else's ID card/COR. Lending of ID card/COR to someone else or to an outsider	1	2			
<b>19.2.2.3</b>	Giving false statements during investigation and/or official inquiry in order to secure favorable decision or avoid liability		2	3	4	
<b>19.2.2.4</b>	Stealing money or property, or any attempt thereof			3	4	5
<b>19.2.2.5</b>	Acts of gross dishonesty		2	3	4	
<b>19.2.2.6</b>	Cheating in any form			3	4	5
<b>19.2.2.7</b>	Plagiarism			3	4	5
<b>19.2.2.8</b>	Any similar or analogous acts to any of the major offense	1	2	3	4	5

## 19.2.3 Violent Acts

Offense		Corrective Action				
		1	2	3	4	5
<b>19.2.3.1</b>	Forming fraternities/sororities or organizations which adhere to violent acts like hazing					5
<b>19.2.3.2</b>	Violation of any of the provisions enshrined in the non-fraternity/sorority agreement					5



<b>19.2.3.3</b>	Persuading students to violate their Non-Fraternity/Sorority Agreement by inviting them to be members of any fraternity/sorority or organization unrecognized by SDAO					5
<b>19.2.3.4</b>	Engaging in any of the acts prohibited in RA 8049. (Anti-Hazing Law)					5
<b>19.2.3.5</b>	Threatening to attack or assault a person or his honor inside the campus or within the immediate vicinity of the University or during approved off-campus activity verbally, in writing or through any electronic means		2	3	4	
<b>19.2.3.6</b>	Brawls inside/outside the campus			3	4	5
<b>19.2.3.7</b>	Physically attacking or assaulting any person inside or outside the campus, within the immediate vicinity of the University, or during official off-campus activities, whether or not the same resulted to physical injuries of the victim/s			3	4	5
<b>19.2.3.8</b>	Any similar or analogous acts to any of the major offense	1	2	3	4	5

### 19.3 T

#### traffic-related Offenses

**19.3.1** The GSO implements and monitors the guidelines for traffic rules and regulations. It coordinates traffic-related offenses with with other units such as: SWAFO for decision and resolution and Accounting Office for payment.

**19.3.1.1** Only vehicles with the current school year's sticker are allowed to enter the campus.

**19.3.1.2** The guard-on-duty is authorized to inspect the vehicle compartments upon entry and exit from the campus.

**19.3.1.3** Road signs within the campus should be strictly followed.

**19.3.1.4** Vehicles shall observe the speed limit of 20 kph.

**19.3.1.5** Drivers should park their vehicles at the designated parking areas only.

**19.3.1.6** Family drivers should stay only in the designated drivers' lounge. Bodyguards are not allowed to roam around the campus. They should also follow school

policies and guidelines which include, but not limited to no smoking, no gambling, no drinking of liquor, no littering, no playing cards, no peddling, and no bringing of deadly weapons or firearms inside the campus.

### **19.3.2 Minor traffic violations**

#### **19.3.2.1 Offenses and sanctions for minor traffic violations**

Offense	Sanction
First	Warning + Php500 fine
Second	Minor Offense + Php1000 fine
Third	Cancellation at anytime and non-issuance of vehicle sticker for 1 school year + Php2000 fine

#### **19.3.2.2 List of minor traffic violations**

- 19.3.2.2.1** Inappropriate blowing of horns
- 19.3.2.2.2** Illegal parking
- 19.3.2.2.3** Driving without seatbelt
- 19.3.2.2.4** With disturbing vehicle alarm
- 19.3.2.2.5** Overloading

### **19.3.3 Major traffic violations**

#### **19.3.3.1 Offenses and sanctions for major traffic violations**

Sanction
Cancellation at any time and non-issuance of vehicle sticker for 1 school year + Php2000 fine
Major administrative sanction as stipulated in section 19.2.

#### **19.3.3.2 List of major traffic violations**

Violation
<b>19.3.3.2.1</b> Driving without license
<b>19.3.3.2.2</b> Reckless driving
<b>19.3.3.2.3</b> Driving under the influence of liquor or drugs
<b>19.3.3.2.4</b> Vehicle with movable university-issued car sticker
<b>19.3.3.2.5</b> Vehicle with obscene car sticker/s
<b>19.3.3.2.6</b> Vehicle without registered plate number except those with conduction sticker
<b>19.3.3.2.7</b> Driving motorcycles with no plate number and no official receipt
<b>19.3.3.2.8</b> Playing loud music from vehicle

<b>19.3.3.2.9</b>	Heavily-tinted vehicle
<b>19.3.3.2.10</b>	Vehicle loud muffler
<b>19.3.3.2.11</b>	Smoke belching
<b>19.3.3.2.12</b>	Over speeding
<b>19.3.3.2.13</b>	Distracted driving such as using handheld gadgets while driving
<b>19.3.3.2.14</b>	Idling (more than 3 minutes)
<b>19.3.3.2.15</b>	Disregarding road signs
<b>19.3.3.2.16</b>	Obstruction of traffic which includes but not limited to, lowered cars and parking along the roadside