

Section 1

GENERAL DIRECTIVES

- 1.1** DLSU-D students are expected to act as mature Christians at all times, on or off campus, and show respect for: (a) proper authority; (b) the rights of fellow students; and (c) the good name of DLSU-D.
- 1.2** In order to ensure an atmosphere conducive to the formation of students imbued with Christian and Filipino values and to maintain an order necessary for the common good, students are expected to:
 - 1.2.1** read and understand the student handbook and strictly comply with all its provisions.
 - 1.2.2** bear in mind that DLSU-D is a Catholic University. Therefore, all students are required to attend masses and/or similar activities and are mandated to complete spiritual retreats and recollections as prerequisite for graduation.
 - 1.2.3** act in accordance to, and/or with respect for, the Christian principles, traditions and ideals of the Filipino nation and within the framework of the policies, rules, and regulations of DLSU-D. This also includes the use of decent and appropriate language when communicating within and outside the campus.
 - 1.2.4** maintain the standards of responsibility and dignity that are part of the spirit of DLSU-D. When a student does not measure up to these standards (e.g., when a student undertakes unscrupulous activities; engages in premarital sexual relations; performs acts which malign his/her personhood as well as the name of the school; and other similar acts), his or her acts shall be dealt with accordingly under the rules of DLSU-D (*see section 19*).
- 1.3** As a Catholic institution for learning, DLSU-D does not tolerate sexual indiscretions. Violation of this policy merits appropriate corrective action.
- 1.4** It is considered unethical for any student to make any unfavorable act towards another including discriminating remarks and actions.
- 1.5 Persons in authority**
 - 1.5.1** University administrators and faculty members exercise authority "*in loco parentis*" in relation to all students of DLSU-D. As such,

they shall have the right and duty to accost and refer any erring student to the SWAFO for appropriate action.

1.5.2 The SWAFO director, student formatores, and security guards are also persons in authority and must be accorded proper courtesy. Support staff, including housekeepers, should report to the SWAFO Director and student formatores violations of university rules and regulations committed in their presence.

1.6 The wearing of prescribed uniform is compulsory unless a student has a written request duly approved by the OSS Dean or SWAFO Director, as the case may be.

1.6.1 For males, the prescribed uniform is white barong with the embroidered DLSU-D name, plain white t-shirt (v-neck) inside (tucked), and black slacks (straight or tapered cut). Customized polo barong and pants, maong/denim jeans of any color, cargo pants, sandals, and rubber shoes/sneakers are not allowed to be worn. They are enjoined to wear closed black leather shoes with black socks.

1.6.2 For females, the prescribed uniform is white peach twill cotton blouse with embroidered DLSU-D name, emerald green slacks (semi-straight cut), and closed plain black shoes with at least one inch heels. If socks are to be worn, plain black or skin-tone socks or foot socks are acceptable. Customized blouses and skinny type of pants are also not allowed to be worn. White/skin-tone brassiere must be worn

1.6.3 Students are required to wear the prescribed uniform inside the university premises within the week except during Wednesdays and Saturdays, where they can either wear civilian or Lasallian shirt, and Tuesdays, where they can wear the college-prescribed practicum uniforms and/or corporate attire.

1.6.4 Students who have no classes but are required to come to DLSU-D on days that are not wash days may wear prescribed civilian clothes with their ID card and bring with them their COR.

1.6.5 Students with NSTP/PE subjects may wear their NSTP/PE t-shirts the whole day when these subjects are scheduled except during major examinations week. PE shorts are only allowed to be worn during PE classes within the subject's premises.

1.6 Identification card

1.7.1 Officially enrolled students must have an ID card which should be visibly worn using lanyard/leis inside the campus at all times. New ID cards are issued by the OUR while SWAFO keeps all surrendered lost and found ID cards. Persons in authority have the right to ask or confiscate the ID card when the student:

1.7.1.1 violates a policy or regulation – ID card is confiscated by the accosting person in authority; student proceeds to SWAFO to secure a campus pass.

1.7.1.2 fails to present ID card upon entry to the campus – COR is surrendered by the student to the guard who, in turn issues campus pass; student presents ID card to SWAFO the next day to claim the COR.

1.7.1.3 loses ID card - Campus pass is issued while the student's COR is presented to SWAFO; student applies for a new ID card.

1.7.1.4 uses damaged ID card - Campus pass is issued by the accosting person in authority; student applies for a new ID card and surrenders the damaged ID card to SWAFO.

1.7.1.5 changes/shifts course – Student surrenders the old ID card to SWAFO and applies for a new one to the OUR upon enrollment to the new course.

1.7.2 Students applying for a new ID card should follow the following steps:

1.7.2.1 Proceed to SWAFO and accomplish applicable form/s for lost, damaged, or updated ID card.

1.7.2.2 Secure campus pass upon presentation of COR. The campus pass serves as a temporary ID for the day and should be surrendered to SWAFO in the afternoon or right after class/transaction. The students are given an allowance of three (3) consecutive days to find the missing ID before considering it as lost ID card. However, if the student was able to find the missing ID card, within the three (3) school days allowance, the number of days that the ID was declared missing shall then be counted as left ID.

1.7.2.3 Present a duly-notarized affidavit of loss to SWAFO to secure a *referral form*. This should be done before the expiry date of the three (3) consecutive days allowance. The referral form shall be presented at Counter 5 and the

student pays the necessary amount for the processing of a new ID card.

- 1.7.2.4** SWAFO provides the student with campus pass until the issuance of a new ID card.

1.8 Courtesy to members of the academic community

1.8.1 Students are expected to observe the usual norms of politeness, etiquette, and courtesy in dealing with all the members of the community. DLSU-D administrators, faculty members, and support staff, in their obligation to exercise judgment of good parents in *loco parentis*, may call the attention of students who display unbecoming behavior on campus or during officially-sanctioned university activities outside the campus.

1.8.2 Abusive behavior or discourtesy towards DLSU-D officials, faculty, staff, student formadores, and security guards shall be dealt with appropriate disciplinary action.

- 1.9** Student groups who invite guests from outside the campus (e.g. guest lecturers, speakers, or seminar participants) are required to seek approval from the College and OSS Deans before campus entry is permitted. Once approved, gate pass should be secured from GSO at least two (2) days before the activity.

1.10 Student representation

Students may be allowed to participate in any off-campus activity, contest, play, band, choir, conference, congress, association, society, or group as representatives of DLSU-D, or any of its recognized student organizations, if proper endorsement is secured from the VCAR, respective College Dean (for academic-related activities), and/or the OSS Dean.

1.11 Announcements

1.11.1 Official announcements may be posted on designated bulletin boards, the university website, electronic billboards, the official social media accounts, streamers, and other similar means upon the endorsement of the requesting unit heads to the MCO.

1.11.2 All streamers should be made up of university-approved materials (e.g. polytarp, recycled plastic, cloth, or other recycled material) and should accordingly pass through the MCO and other concerned offices.

- 1.11.2.1** The requesting unit shall be responsible for the creation of the streamer design and correctness of content. For student organizations and interest groups, it is the SDAO Director who endorses the request. A generic template furnished by the MCO should serve as initial working draft.
- 1.11.2.2** The MCO shall be the designated unit to check the following: institutional significance of the content, allowable size according to significance, grammatical correctness of contents, placement of objects, and appropriate streamer rack/stand for display.
- 1.11.2.3** External parties may be allowed or authorized to post streamers within the campus premises but should have the proper endorsement of an internal or endorsing unit and shall also pass through the material and content process.
- 1.11.2.4** The BFMO shall be responsible for installing and removing streamers at the designated streamer racks. BFMO has the right to remove, even without notice, any streamer that is posted without permission or does not bear the MCO stamp of approval for posting.
- 1.11.2.5** Utilization of the streamer racks for significant events and recognitions should be maximized, that is, streamers shall remain displayed for a maximum period of two (2) weeks (a week before and during the event).
- 1.11.2.6** All removed tarpaulins shall be turned over to ERMaC for proper storage and disposal.

1.12 Smoking

Smoking is strictly prohibited within the premises of DLSU-D. The use of e-cigarettes and e-vaporizers is also prohibited inside the campus. (100 meters from the perimeter to any point – RA 9211 Tobacco Regulation Act)

1.13 Boycotting

Any student who impedes, obstructs, prevents, or defeats the right and obligation of a teacher or professor to teach his/her subjects, or the right of other students to attend classes, shall be subject to disciplinary action.

1.14 Littering

Meals, snacks, and drinks should be taken only in the canteen or within its immediate vicinity. However, students who wish to eat in other designated areas are advised to dispose of food wrappers, food containers, tissue papers, and the like in trash bins and not in open places. Eating inside the classrooms is generally prohibited.

1.15 Proper decorum

Propriety and prudence, especially in conduct, manner or appearance, are expected at all times inside and outside DLSU-D.

1.16 Public display of affection

Wholesome interaction among students is encouraged by DLSU-D. However, acts or gestures that tend to offend other members of the community are not tolerated in the campus and other school-related activities (*see section 19.2.1.37*).

1.17 Storm signals

DLSU-D follows storm signals announced for both Metro Manila and Southern Luzon. If storm signal number three (3) or four (4) is sounded off in either area, classes in the undergraduate and graduate levels shall be automatically suspended. Offices and the entire campus shall be closed.

1.18 Suspension of classes

1.18.1 DLSU-D places high regard on the safety of all members of the community especially on occurrences of natural calamities (e.g. typhoons, floods, earthquakes, etc.) or man-made disruptions (e.g., transport strike, coup d'etat, etc.).

1.18.2 When the abovementioned interferences occur and should the need to suspend work and classes arises, the academic community should be guided by the following:

1.18.2.1 The office of the VCFAS shall monitor the situation from the official government agency such as, but not limited to, PAG-ASA, CHED, Provincial Capitol, Dasmariñas City Government, etc.

1.18.2.2 The VCFAS, upon consultation with the President and other Vice Chancellors, shall announce the suspension of classes and work as early as 4:00 am through the following offices: MCO for radio (DZMM, DZBB, YES FM 101), TV broadcast (Channels 2 and 7) and official social media accounts (FB,

twitter); ICTC for university website (www.dlsud.edu.ph), and security/phone operator (hotline: 046-481-1900/ 02-844-7832.)

- 1.18.2.3** If no announcement is made until 5:00 am it should be assumed that classes will be held and offices will operate as usual.
- 1.18.2.4** In case of daytime suspension, the same coordination shall transpire among the offices of the president and the three (3) vice chancellors. In addition to the abovementioned media, announcements shall be made by the Office of the VCFAS at least one (1) hour before class suspension through the official e-mail and internet protocol.
- 1.18.2.5** Office operations shall be suspended and employees will be released from work thirty minutes after the class suspension.
- 1.18.2.6** Announcements from other DLSU campuses are not applicable to DLSU-D.

1.19 Compliance with classroom policies and procedures

Students should follow the usual classroom policies and procedures as well as those policies indicated in the course syllabus. Students who violate such policies may be referred to SWAFO for proper action.

1.20 Students' duty to inform parents/guardians

- 1.20.1** It is the duty of the students to keep their parents/guardians informed of their academic standing, major offenses, and the consequences of excessive absences or failures.
- 1.20.2** Likewise, parents/guardians shall be responsible for securing their mydlsud accounts to monitor properly their children's academic standing. Failure to do so waives their rights to monitor their children's academic standing.

1.21 Use of campus facilities

DLSU-D encourages students' use of campus facilities for meetings as well as for social, cultural, and recreational activities. On the other hand, unauthorized misuse or careless use of facilities shall be charged against the corresponding offense (see *section 19*).

1.22 Change of residence or civil status

Students who have transferred residences, or have changed civil status, should inform the OUR in writing. Contact information, with corresponding legal documents relative to the same should be submitted at the earliest opportunity. Students are liable for incorrect information on their ID card, registration forms, and other school documents.

1.23 Campus curfew

For campus security reasons, all students, except those residing in the university dormitories, should be out of the campus by 9:00 pm unless endorsed by the dean of the requesting unit and/or person duly authorized representative by the GSO.