**ABOUT SAO**

**CONTACT US**

**Student Affairs Office**

Local: 321, 237, 230

**Main Campus**

A. Bonifacio Street, Baguio City, Philippines 2600

Trunk Lines: (063) (74) 442 2793, 442 2193, 443 3043, 443 2001, 444 8246 to 48, 444 8253

Fax Number: (063) (74) 442 2842

**Maryheights Campus**

Bakakeng, Baguio City, Philippines 2600

**School of Accountancy and Business Management**

Trunk Lines: (063) (74) 442 6321

**School of Computing and Information Sciences**

Trunk Lines: (063) (74) 442 6321

**LOCATIONS**

**SAINT LOUIS UNIVERSITY, MAIN CAMPUS**

A. Bonifacio Street, Baguio City, Philippines 2600

**STUDENT AFFAIRS OFFICE**

**3rd** Floor, Diego Silang Building

**SAINT LOUIS UNIVERSITY, MARYHEIGHTS CAMPUS**

Bakakeng, Baguio City, Philippines 2600

**STUDENT AFFAIRS OFFICE**

**8th** Floor, Fr.Seraphin Devesse Building

**VISION AND MISSION**

The Saint Louis University Libraries envision themselves as a support service to the transformative educational process of SLU and are committed to providing expedient and effective access to high quality library services, collections in a variety of formats and information resources designed to meet the curriculum, research, professional, intellectual, creative and personal needs of the SLU community

**OBJECTIVES**

**Christian Spirit**

To provide facilities, technologies, and customer-oriented services that contribute to and foster a creative environment conducive to learning, research and scholarship, and cultural activities imbued with the Christian spirit.

**Creativity/Innovativeness**

To provide new and traditional academic discipline-based reference and consultation, research assistance, course support, document delivery, and an array of related library services to the University's academic and academic-support units.

**Competence**

To offer competent and multi-faceted instructional programs to users with life-long learning, informational skills and competencies in pursuit of transformative education.

**Social Involvement**

To promote communication and collaboration both within and outside the university.

**Rules and Regulations**

The following acts or omissions are deemed improper student conduct for which a student may be subject accordingly to disciplinary action, to wit:

1. Failing to properly wear his/her valid ID card while inside the campus; failing to report the loss of his/her ID card to the Student Affairs Office within 24 hours and have a replacement of the same within 48 hours; failing to surrender his/her lost and found ID card within 48 hours while still in possession of a replacement ID card; failing to present his/her ID card when requested by school authorities, faculty, personnel or guard on duty.

1st violation – Warning

2nd violation – Reprimand/Censure

3rd violation – Suspension

1. Using for official school purposes or transaction his/her own ID card which is neither authorized nor valid.

1st violation – Warning to Reprimand with Confiscation of ID

2nd violation –Suspension with Confiscation of ID

3rd violation –Suspension to Non-readmission with Confiscation of ID

1. Unauthorized stay in, or entry to the university campus after 9:00 o’clock in the evening.

1st violation – Warning to Reprimand / Censure

2nd violation – Reprimand/Censure to Suspension

3rd violation – Suspension to Dismissal / Non-readmission

1. Smoking at any time on University premises. (SLU has become NON-SMOKING ZONE under RA 2911-SLU Memo dated 11/08/2003)

1st violation – Warning to Reprimand / Censure

2nd violation – Suspension

3rd violation – Suspension to Dismissal / Non readmission

1. Littering disposable materials such as but not limited to bottles, cans, pieces of paper, plastic and the like in the classroom, library and other places in the university campus.

1st violation – Warning

2nd violation – Reprimand/Censure

3rd violation – Reprimand/Censure to Suspension

1. Eating inside the classroom during class hours, or in the laboratories or libraries at any time.

1st violation – Warning

2nd violation – Reprimand / Censure

3rd violation – Reprimand / Censure to Suspension

1. Posting, distributing or disseminating notices, posters, leaflets, broadsheets, opinionaires, questionnaires, streamers, popsheets, surveys or similar materials without the prior endorsement of the KASAMA/SSC and approval of the Student Affairs Office.

1st violation – Warning / Censure

2nd violation – Suspension

1. Defaming any student, teacher, personnel, or university authority or his agents; giving oral, or sending ,disseminating or posting any written or electronically transmitted message or graphics, or demonstrating offensive gesture, which causes a person or his reputation or good name to be threatened, harassed, maligned, besmirched, disgraced, degraded, insulted, ridiculed ordefamed.

1st violation – Warning / Reprimand to Suspension

2nd violation – Suspension to Dismissal / Non readmission

3rd violation – Suspension to Expulsion.

1. Producing, possessing, distributing, publishing, exhibiting and/or disseminating literature, films, prints, plays, shows or similar forms which are offensive to morals, contrary to law, public order, good custom, and university policies.

1st violation – Warning / Reprimand to Suspension

2nd violation – Suspension to Dismissal / Non -readmission

3rd violation – Suspension to Expulsion

1. Engaging in lewd, indecent, obscene, immoral or provocative conduct such as passionate kissing, necking, petting and similar acts while within the university premises or during a university function.

1st violation – Warning/Censure/Reprimand to Suspension

2nd violation – Censure / Reprimand to Suspension/ Dismissal or Non-readmission

3rd violation – Suspension to Expulsion

1. Stealing the property of the university or of property in the possession of, or owned by a member of the university community; mulcting, extorting, or making unauthorized collections or solicitations of money or property from any student, personnel, faculty member or administrator.

1st violation – Warning / Censure to Suspension with reimbursement

2nd violation – Suspension to Dismissal/Non-readmission with reimbursement

3rd violation – Suspension to Expulsion with reimbursement

1. Giving money, gift, or token of any kind or giving a treat to a faculty member concerned or university employee, personnel or official, and/or any person acting for and in

his behalf, in order to obtain any kind of favor or benefit such as but not limited to exemption from attending class, lecture, examination, recitation, test, quiz or similar activity, of leniency or non-submission of plate, project, experiment, report, term paper, or other requirement such as internship, clerkship, practicum, NSTP requirements, community service or similar requirements, or late submission of overdue, requirement or school equipment.

1st violation – Warning / Censure /Reprimand to Suspension with invalidation of grade

2nd violation – Suspension to Dismissal/Non-readmission with invalidation of grade

3rd violation – Dismissal / Non-readmission to Expulsion with invalidation of grade

1. Unlawfully possessing or using explosives of any kind, chemical or biological substance which can cause harm or injury, or any deadly weapons such as but not limited to guns, knives, icepicks, darts, bolos, chako, knuckles, pipes, wrench and the like.

1st violation – Warning / Censure /Reprimand to Suspension with Confiscation

2nd violation – Suspension to Dismissal/Non-readmission with Confiscation

3rd violation – Dismissal / Non-readmission to Expulsion with Confiscation

1. Willfully destroying or committing act(s) of vandalism on University property; defacing or tearing off any library book, magazine, newspaper; damaging or carving tables, chairs, walls; writing, sticking on or pasting any material on the walls, tables, chairs or other pieces of furniture; breaking glass windows, showcases, doors, laboratory equipment, materials, or electrical, mechanical or electronic devices; tearing or using improperly the curtains; removing or erasing or tampering with official notices, announcements and posters on bulletin boards; destroying or tampering with any university property, or committing similar acts.

1st violation – Warning / Censure / Reprimand to Suspension with reimbursement

2nd violation – Suspension to Expulsion with reimbursement

1. Bringing in or imbibing or dispensing liquor or any intoxicating beverage; entering the university in a state of intoxication.

1st violation – Warning / Censure / Reprimand

2nd violation – Suspension to Dismissal / Non-readmission

3rd violation – Dismissal / Non-readmission to Expulsion

1. Illegally using, possessing, or distributing narcotics or dangerous drugs or their derivatives.

1st violation – Suspension to Dismissal / Non-readmission

2nd violation – Suspension to Expulsion

3rd violation – Dismissal / Non-readmission to Expulsion

1. Physically assaulting or encouraging to assault any person within the premises of the university; participating in any melee, such as but not limited to brawls, fighting, stabbing, quarreling, hazing which is any act that injures, degrades or tends to injure, degrade or disgrace any fellow student or person attending the university; committing or soliciting abortion or encouraging any person to commit or solicit same.

1st violation – Warning/Censure to Expulsion

2nd violation – Suspension to Expulsion

3rd violation – Dismissal / Non-readmission to Expulsion

1. Engaging in any form of gambling within the premises of the university.

1st violation – Warning/Censure to Suspension

2nd violation – Suspension to Dismissal / Non-readmission

3rd violation – Suspension or Expulsion

1. Forging, altering, tampering, falsifying and/or misusing university documents, records, credentials, receipts, slips, markings, forms or certifications; copying, reproducing or procuring any unauthorized, fake or tampered university document, record, credential, receipt, slip, marking, form, certification, identification card, and the like, or fabricating fake or spurious copy or semblance of the same AND using same for any school-related purpose or for any other purpose that puts the good name of the university in bad light; knowingly furnishing or using false or forged information in connection with official university transactions, proceedings, investigations – with fake or spurious documents, excuse letters, certifications, credentials, markings, or identification cards or similar supporting materials; publishing false information about the university, its officials, faculty members, personnel and students.

1st violation – Reprimand to Expulsion

2nd violation – Suspension to Expulsion

3rd violation – Dismissal / Non-readmission to Expulsion

1. Obstructing or disrupting teaching, administrative work, disciplinary proceedings or other university activities; Impeding, obstructing, preventing or defeating either the right or obligation of the teacher or professor to teach his subjects or the right of the student to attend his classes.

1st violation – Warning/Censure to Suspension

2nd violation – Suspension to Expulsion

3rd violation – Dismissal / Non-readmission to Expulsion

1. Threatening, coercing, intimidating, compelling any student to be absent from classes; threatening, coercing, intimidating, preventing any administrator, faculty member, personnel, or administrator from discharging his duties.

1st violation – Warning/Censure to Expulsion

2nd violation – Suspension to Expulsion

3rd violation – Dismissal / Non-readmission to Expulsion

1. Using a university facility for activities like symposia, for a, debates, practices and other such similar activities without having first obtained the necessary permit subject to conditions imposed thereof from the Student Affairs Office. However, approval of respective College Deans/ Directors/Principals / Heads of Office for the use of vacant classrooms for class / organizational meetings/practices during school hours shall suffice and deemed valid.

1st violation – Warning/Reprimand

2nd violation – Suspension to Dismissal / Non-readmission

1. Using without prior authority the name of SLU in any ticket, invitation, program, announcement or similar printed matters.

1st violation – Warning/Censure to Suspension

2nd violation – Suspension to Dismissal / Non-readmission

3rd violation – Dismissal / Non-readmission

1. Cheating during examinations and quizzes, or plagiarism in connection with any academic work, or abetting the commission of the same.

1st violation – Warning with invalidation of grade

2nd violation – Censure to Suspension with invalidation of grade

3rd violation – Suspension to Dismissal / Non-readmission with invalidation of grade

1. Abusive behavior or discourtesy towards university officials, faculty members, personnel, guards, and duly elected or appointed KASAMA/SSC officers.

1st violation – Warning to Suspension

2nd violation – Censure / Reprimand to Suspension

3rd violation – Suspension to Dismissal / Non-readmission

1. Coming to school or attending a school activity, occasion or function in an attire or grooming not appropriate for the said activity, occasion or function and/or not in accordance with basic decency and good custom or with duly established academic policy.

1st violation – Warning and/or according to Academic Policy

2nd violation – Reprimand / Censure and/or according to Academic Policy

3rd violation – Suspension to Dismissal / Non-readmission and/or according to Academic Policy

1. Violating any penal statute or of rules and regulations or any valid order of competent university authority and/or the KASAMA/SSC.

1st violation – Warning/Censure to Suspension

2nd violation – Censure to Dismissal / Non-readmission

3rd violation – Suspension to Dismissal/Non-readmission