

PREFACE

The adjustment of entering college freshmen to the demands of the academe has always been a primary concern in the University of the Philippines Visayas. While making sure that students possess the necessary potentials to weather exacting academic and co-curricular standards, UPV also provides opportunities that will support the development of these capacities, starting in the students' first year in the University. This UPV Handbook for Freshmen is one attempt to help students cope, presupposing that when they are adequately informed of vital matters, such as academic policies and requirements, student rights and obligations, as well as student services available, they will have a better understanding of the academe and can start building their strengths towards their fulfillment as students.

DATES TO REMEMBER
Academic Year 2007-2008

	<i>First Semester</i>	<i>Second Semester</i>
General Registration		
Freshmen	June 4, 2007	Oct. 29, 2007
Graduating Students	June 5, 2007	Oct. 30, 2007
Other Students	June 6-15, 2007	Oct. 31, Nov. 5-9, 2007
2007		
Start of Classes	June 13, 2007	Nov. 8, 2007
Opening Exercises	June 13, 2007	
Last Day of Late Registration	June 15, 2007	Nov. 9, 2007
Deadline for Dropping Subjects	Sept. 10, 2007	Feb. 15, 2008
Final Examinations		
Graduating Students	Oct. 10-11, 2007	Mar. 24-25, 2008
Other Students	Oct. 12, 15-16, 2007	Mar. 26-28, 2008
Christmas Vacation		Dec. 22, 2007-Jan. 3, 2008
End of Classes	Oct. 9, 2007	Mar. 17, 2008
UPV Commencement Exercises		
U.P.V. Ililoilo	April 22, 2008	
U.P.V. Cebu College	April 23, 2008	
U.P.V. Tacloban College	April 25, 2008	

Schedule of U.P. College Admission Test (UPCAT)
 For the Second Semester, AY 2007-2008 admission - August 4, 2007
 For the First Semester, AY 2008-2009 admission - August 4-5, 2007

*OFFICIALS OF THE ADMINISTRATION
AND
HEADS OF SERVICE UNITS*

U.P. VISAYAS

DR. EMERLINDAR. ROMAN, U.P. System President
DR. GLENN D. AGUILAR, Chancellor
DR. DIANA S. AURE, Vice Chancellor for Academic Affairs
PROF. MAY D. PISON, Vice Chancellor for Administration
DR. CRISPINO A. SACLAUSO, Vice Chancellor for Planning and Development
DR. MA. LUISA E. MABUNAY, Vice Chancellor for Research and Extension
PROF. NAZIS C. DOREGO, University Registrar
DR. EBONIA B. SERASPE, Dean, College of Arts and Sciences
PROF. LORENZA B. PADOJINOG, Dean, College of Management
DR. ROMEO D. FORTES, Dean, College of Fisheries and Ocean Sciences
DR. S.R. LUZETTE T. TERUEL, Dean, School of Technology
DR. ENRIQUE M. AVILA, Dean, UPV Cebu College
DR. VIRGLIO E. SABALO, Dean, UPV Tacloban College
PROF. AGUSTIN G. HUYONG, Director, Office of Student Affairs
DR. LIAH C. CATEDRILLA, Director, Learning Resource Center
PROF. MARY OVETA L. VILLAREAL, Director, Information and Publications Office
PROF. CELIA F. PARCON, Director, Office of Continuing Education and Pahinungod
MS. TERESITAR. LEDESMA, University Librarian
MRS. LEA C. AZUCENA, Chief, Budget Office
MRS. JOCELYN T. GENESILA, Chief Accountant, Accounting Services Office
MRS. SHARON B. MILLAN, Chief, Cash Disbursement Office
ENGR. ROLANDO S. JAMERO, Chief, Campus Development and Maintenance Office
MRS. ESTERLINA I. GAMEZ, Chief, Supply and Property Services Office
MR. VICENTE R. CORTEZ, Chief, Security Service Force
PROF. ROSELA P. ZARAGOZA, College Secretary, CAS
PROF. REBECCA J. TAGAMOLILA, College Secretary, CM
DR. GAUDIOSAA. GONZALES, College Secretary, CFOS
PROF. IMELDA V. JAMERO, College Secretary, SOTTECH
PROF. TERESITA J. RODRIGUEZ, College Secretary, UPVCC
PROF. ANNA A. ARROYO, College Secretary, UPVTC

UNIVERSITY OF THE PHILIPPINES VISAYAS

HISTORY, GOALS, AND OBJECTIVES

The University of the Philippines Visayas was established by the Board of Regents on May 31, 1979 in response to the need to accelerate the development of fisheries and marine resources of the country. The concept of a new autonomous university of the U. P. System, as conceived in 1975, was to be realized by means of an expanded fisheries education, research, and extension service programs with its main campus in Miag-ao, Iloilo and with the College of Fisheries as its flagship-college.

On October 30, 1980, Executive Order No. 628 operationalized the U. P. Visayas as an autonomous unit of the University of the Philippines System, which was to consist of the College of Fisheries, College of Arts and Sciences, Institute of Fisheries Development and Research, Brackishwater Aquaculture Center, School of Development Management, Graduate School, School of Technology and such other units as may be approved and funded pursuant to the provisions of the General Appropriations Act.

As the fourth autonomous university of the System, U. P. Visayas aims to 1) develop excellence and leadership in fisheries and marine education, research and extension in the country, 2) expand opportunities for professional and technical training to the rural areas, 3) contribute to professional and technical training for the rural areas, 4) contribute to rural development through relevant instructional, research and extension programs in management, education, engineering, health and related fields, and 5) preserve and enhance the national and Visayan cultural heritage. At present, the number of UPV academic units total seven (7) with the integration of U.P. Cebu and U.P. Tacloban Colleges in 1986.

THE U. P. VISAYAS CAMPUSES

1. UPV MIAG-AO (MAIN CAMPUS)

UPV Miag-ao became operational in school year 1988-1989. The campus has now grown and from a few College of Fisheries (presently College of Fisheries and Ocean Sciences) students, faculty and staff, the population has increased and now also includes the School of Technology, the College of Arts and Sciences, and the UPV Administration, truly making the place the main campus of the University of the Philippines Visayas.

Facilities available in the campus are:

Transportation and Communication

Aside from the two UPV shuttle buses that service UPV faculty and staff, there are public utility jeepneys, and buses that transport UPV constituents between Iloilo City and Miag-ao. Tricycles also ply the campus at various times of the day, providing for the transportation needs of the UPV Miag-ao constituents.

Telephone systems operated by the Southern Iloilo Telephone Company (SITELCO), the Globelines (formerly ISLACOM), and the Philippine Long Distance Telephone Company serve communication needs of UPV students.

A postal office located at the College Union Building facilitates mail services for university constituents.

Sports and Recreation Facilities

UPV Miag-ao's geographical setting provides for natural outdoor sports and physical exercise needs like hiking, swimming, jogging, etc. Natural attractions like the nature trail, and sports facilities like basketball, volleyball and tennis courts are available. All dormitories have television sets, video cassette players and minor sports equipment that provide indoor recreation and entertainment to residents.

Food Service

A Common Dining Hall (CDH) near the dormitories and a Cafeteria at the College Union Building (CUB) provide food services through private concessionaires. They offer meals and snacks at various costs.

2. UPV ILOILO CITY

Before the establishment of the UPV Campus at Miag-ao, the University only had its Iloilo City campus, then known as the UP College Iloilo, which offered academic programs and services in the humanities, social sciences, physical sciences, management and fisheries. With UPV's expansion and the transfer of the main campus to Miag-ao, the Iloilo City unit became an extension campus and is now home to the College of Management, High School Department, Graduate Studies Program, the Office of Continuing Education and Palinungod, a learning center, the UP Open University and a liaison office. Academic support services continue to be offered in this campus, and because of its accessible location in the heart of Iloilo City, it continues to be of strategic importance to the growth of the University.

3. UPV CEBU COLLEGE

Established in 1918 as a junior college of UP Dilliman and as a campus of UP Visayas in 1986, UPV Cebu College (UPVCC) is the oldest regional unit of the UP System. The College through its academic, research and extension programs and services continue to support the region's needs. UPVCC campus has also become a vital resource for Cebu's developing economy.

UPVCC offers programs in the Natural Sciences and Mathematics, Social Sciences, Humanities, Management and supports a High School.

4. UPV TACLOBAN COLLEGE

UPV Tacloban College was established as an answer to the need for quality education in Region VIII. In 1973 it was recognized and inaugurated as a regional unit of the UP System and in 1986 was placed under the administrative supervision of UP Visayas. UPV Tacloban College (UPVTC) has thrived in meeting its goals and objectives to cater to the educational needs of the people in Eastern Visayas.

The UPVTC has four divisions: Division of Management, Division of Natural Sciences and Math, Division of Social Sciences and Division of Humanities.

ACADEMIC INFORMATION

ACADEMIC LOAD

No undergraduate student shall be allowed to take more than 18 non-laboratory units or 21 units including laboratory; provided, however, that a graduating student with an academic record better than average may be permitted to carry a heavier load in the last year of his course; provided, further, that this rule shall not affect or alter any existing course duly approved by the University Council and the Board of Regents in which the normal semestral load is more than 18 units.

In the summer term, the normal load shall be six units, but in justifiable cases, the Dean may allow a student to take 9 units.

CLASSIFICATION OF STUDENTS

UNDERGRADUATE and *GRADUATE* students are classified as either regular or non-regular.

REGULAR UNDERGRADUATE students follow organized programs of study and comply with requirements which lead to the bachelor's degree or undergraduate diploma/certificate. They carry the full semestral load credit for their respective curricula and for registration and classification purposes are divided generally into freshmen, sophomores, juniors and seniors.

REGULAR GRADUATE students are prospective candidates for the master's or doctoral degree. They may either be part-time or full-time students.

NON-REGULAR students are (1) non-degree students, with credits; (2) cross-registrants, with credits; or (3) special students, without credit.

Non-Degree Students

A degree holder or undergraduate student who is not currently enrolled in any other institution of higher learning may be allowed to take credit courses on the graduate and/or undergraduate level, respectively, provided that this student satisfies the appropriate requirements for admission to the University. He shall not be allowed to enroll for more than one semester, except by special permission of the Dean of the college concerned and the Registrar. Since he does not follow any organized program of study, a non-degree student is not a prospective candidate for graduation for any degree in the University.

Cross Registrants

Cross-registrants are students of other UP units or other institutions who enroll in a college/school of UP Visayas with credits.

Special Students

A mature student, even if he does not fully satisfy the entrance requirements, may be admitted as a special student and may enroll for such subjects which, in the opinion of the instructor and the Dean, has the necessary information and ability to pursue profitably. He shall not be allowed to enroll for more than 9 units a semester or to register for more than two years, except by special permission of the Dean. Subjects taken shall be non-credit although his work may be reported at the end of each semester as "satisfactory" or "unsatisfactory".

ADMISSION

No student shall be denied admission to the University by reason of age, sex, nationality, religious belief, or political affiliations.

Every applicant for admission shall undergo a thorough health examination. No person shall be admitted to this University who is found by the University Health Service to be suffering from a dangerous, communicable, contagious, or infectious disease, or who is physically unfit to take courses in any college or school of the University.

Every student shall, upon admission, sign the following pledge: "In consideration of my admission to the University of the Philippines and of the privileges of a student in this institution, I hereby promise and pledge to abide by and comply with, all the rules and regulations laid down by competent authority in the University and in the college or school in which I am enrolled." Refusal to take this pledge or violation of its terms shall be sufficient cause for summary dismissal or denial of admission.

No person who has not duly matriculated may be admitted to the classes. In exceptional cases, the Registrar may, on the recommendation of the Dean concerned, authorize the admission of a visitor to a class for more than 5 sessions.

Validation of Advanced Credits for Transfer Students

An admitted undergraduate transfer student must validate all the courses he is offering for advanced credits at the rate of at least 18 units a semester within a period not exceeding three semesters from the date of his admission. His admission will be

on probation basis until such time as he shall have validated or repeated, in accordance with this rule on validation of courses, all the subjects taken outside UP which are required for his program. The student will not be allowed to enroll in a subject or subjects, the prerequisites of which, taken elsewhere, have not yet been validated or repeated in this University.

Application for advanced credit should be made on the prescribed form to the Dean of the college or school which offers the course for which advanced credit is applied for. If the Dean is satisfied that the application is in order, he shall cause the proper department or division chairman to conduct the validating tests. The regular period for the holding of these validating tests shall begin two weeks prior to the first day of registration at the opening of each term and shall end on a week after the last day of registration. There shall be no fee for validating tests taken during this period. A validating test may be held outside of this period with the consent of the department or division chairman and approval of the Dean and upon payment of a required fee per subject.

PE REQUIREMENTS

All students are required to take physical education during their first two years in the University.

Eight units of PE are required of all undergraduates with the following exceptions:

1. students who hold the Associate in Arts title (or equivalent) or a bachelor's degree;
2. those who are 30 years old and above;
3. veterans of the armed forces, navy, or airforce; and
4. those who have served on a full-time basis for at least two years in the armed forces, navy, or airforce.

Proficiency Examination in Physical Education (PEPE)

Proficiency examination (or credit by examination) in PE courses are given to enable students who are already skillful in one or more sports to acquire advanced units in PE. Any student who passes the PEPE shall be given credit for one or more PE courses.

A student who is graduating at the end of a given semester but who failed to enroll in a required PE course may take a special proficiency examination upon presentation of a certificate of candidacy for graduation from his College Secretary. The fee for the special PEPE is double the regular PEPE fee.

NATIONAL SERVICE TRAINING PROGRAM

All Filipino male and female students are required to complete two semesters of the National Service Training Program (NSTP), in any of the following components: Basic Military Training (revised Reserve Officer Training Corps or ROTC), Civic Welfare Training Service (CWTS), or Literacy Training Service (LTS).

Students should comply with this requirement within their first two years of residence in the University or immediately thereafter. The successful completion of the NSTP is a prerequisite for graduation.

REGISTRATION

A student must be officially registered in order to receive credit for course work. The official registration form (UP Form 5) which is a record of classes for which the student has enrolled in is filed at the Office of the Registrar.

No student shall be registered in any subject after one week of regular class meetings have been held, unless the Dean, on the basis of the student's scholastic records, permits his registration. If the registration is made outside the regular registration period indicated in the University calendar, the student shall be subject to fine for late registration. Special students may register at anytime without the payment of fine for late registration, subject to other regulations of the University. Students may register for particular subjects within a semester when permissible under the system of instruction adopted by the college.

CROSS-REGISTRATION

Within the University

No student shall be registered in any other college, school, or department of this University without the permission of the Dean of the College in which the student is primarily enrolled.

A student who wants to cross-register in another campus in the University must fill out the CROSS REGISTRATION FORM (UP Form 5-B).

The total number of units of credit for which a student may register in two or more colleges or schools in this University shall not exceed the maximum allowed by the rules on academic load.

From Another Institution

No student registered in any other institution shall be admitted to the University without a written permit from his Dean or Registrar. The permit shall state, in writing, the total number of units for which the student will register and the subjects that he is authorized to take in the University.

To Another Institution Outside UP System

The University gives no credit for any course taken by any of its students in any other institution unless the taking of such course was authorized by the Vice Chancellor for Academic Affairs on the recommendation of the Dean concerned. The written authorization is to be recorded by the University Registrar and shall specifically describe the subjects authorized

Courses taken outside the University are subject to validation.

WAIVER OF PREREQUISITES

Courses approved by the University Council as prerequisites to other courses may not be waived.

However, in meritorious cases, a student who has previously enrolled and fully attended the course that is prerequisite to another may be allowed to enroll and attend the latter course for credit, without having passed or earned credit for the prerequisite course.

No permission shall be granted except upon application by the student. The application shall be accompanied by a certification from the student's instructor in the prerequisite course that the student had fully attended such course. The application, furthermore, shall be accompanied by a certification from the Director of the Office of Student Affairs that the student's failure to pass or earn credit in the prerequisite course was not due to disciplinary action imposed upon him.

Each college shall be authorized to grant the permission, and shall act through a Dean's committee which shall determine the merit of the application, said committee to include the college secretary.

The student who is granted permission under these rules is required to enroll in the prerequisite course simultaneously with the course to which the former is a prerequisite, or immediately in the next semester.

The permission which may be granted under these rules does not apply to courses in the Revitalized General Education Program (RGEP).

CHANGE OF MATRICULATION (CLASSES)

All transfers to other classes shall be made only for valid reasons. No change of matriculation involving the taking of new subjects shall be allowed after one week of regular class meetings have been held. Changes in matriculation shall be effected by filling up UP Form 26 and must be recommended by the adviser and approved by the Dean. The form, after being duly accomplished, shall be submitted to the Registrar for assessment and notation.

DROPPING OF COURSES

A student may, with the consent of his instructor and the Dean, drop a course by filling out the prescribed UP Form 26-A before three fourths (3/4) of the hours prescribed for the semester/trimester/quarter term have elapsed, and not later. Any student who drops a course without the approval of the Dean shall have his registration privileges curtailed or entirely withdrawn. If a course is dropped after the middle of the term, the faculty member concerned shall indicate the date and the class standing of the student at the time of dropping as either "PASSING" or "FALLING," solely for administrative guidance.

SUBSTITUTION OF COURSES

Every substitution of subjects must be based on at least one of the following:

1. when a student is pursuing a curriculum that has been superseded by a new one and the substitution tends to bring the old curriculum in line with the new;
2. when there is conflict of hours between a required subject and another required subject; or
3. when the required subject is not given.

Every petition for substitution:

1. must involve subjects within the same department, if possible; if not, the two subjects concerned must be allied to each other;
2. must be between subjects carrying the same number of units; and
3. must be recommended by the adviser and by the heads of departments concerned.

All petitions for substitution must be submitted to the Office of the Dean concerned before 12% of the regular class meetings have been held. Any petition submitted thereafter shall be considered for the following semester.

No substitution shall be allowed for any subject prescribed in the curriculum in which the student has failed or received a grade of 5, except when, in the opinion of

the department offering the prescribed, or of the faculty in units without any departments, the proposed substitute covers substantially the same subject matter as the required subject.

All applications for substitution shall be acted upon by the Dean concerned. In case the action of the Dean is adverse to the recommendation of the adviser and the Head of the Department concerned, the student may appeal to the Chancellor whose decision shall be final.

ATTENDANCE

Any student who, for unavoidable cause, absents himself from class must obtain an excuse slip from the Dean to be presented to the instructor concerned not later than the second class session following the student's return. In addition, in case the absence is due to illness, a certificate must be secured from the University Health Service.

Excuses are for the time missed only. All work covered by the class during the absence shall be made up to the satisfaction of the instructor within a reasonable time from the date of absence.

When the number of hours lost by absence of a student reaches 20% of the hours of recitation, lecture, laboratory or any other scheduled work in one subject, provided, that a faculty member may prescribe a longer attendance requirement to meet their special needs. If the majority of the absences are excused, the student shall not be given a grade of 5.0 upon being thus dropped; but if the majority of the absences are not excused, he shall be given a grade of 5.0 upon being thus dropped. Time lost by late enrollment shall be considered as time lost by absence.

GRADING SYSTEM

The work of students shall be graded at the end of each semester/trimester/term in accordance with the following system:

1.0	Excellent	3.0	Passed
1.5	Very Good	4.0	Conditional
2.0	Good	5.0	Failed
2.5	Satisfactory	INC.	Incomplete

Grades of 1.25, 1.75, 2.25 and 2.75 may also be given but in no case shall they be more detailed than in multiples of 0.25.

A grade of 4.0 means conditional. It may be made up for by successful repetition of the course, or by passing a reexamination. If the student passes the reexamina-

tion, he is given a grade of 3.0, but if he fails, a 5.0. Only one reexamination is allowed which must be taken within the prescribed time. If a student does not remove the grade of 4.0 within the prescribed time, he may earn credit for the course only by repeating and passing it. A grade of 4.0 given for the first semester work of a two-semester course shall be converted to a grade of 3.0 if the student passes the second semester part of the same course in the same academic year, if he fails, the grade of 4.0 which he received for the first semester shall be converted to a grade of 5.0.

The grade of INC. is given if the student whose class standing throughout the semester is Passing, fails to take the final examination or fail to complete other requirements for the course, due to illness or other valid reasons. In case the class standing is not passing and the student fails to take the final examination for any reason, a grade of 5.0 is given. Removal of the INC. must be done within the prescribed time by passing an examination or meeting all the requirements for the course, after which the student shall be given a final grade based on his over-all performance.

REMOVAL OF GRADES OF "INC." OR "4.0"

Examinations for the removal of grades of INC. or 4.0 may be taken without fee:

- (1) during the regular examination periods, if the subject in which a student failed to take his final examination is included in the schedule of examination for the period during which said removal examination is to be taken otherwise, said student is to be charged the required fee;
- (2) during the removal examination period, viz, the period covering ten days preceding the registration in each semester, provided that the examination is taken at the time that it is scheduled; and
- (3) within the ten-day period preceding the Christmas vacation in colleges in which there is no inter-semester vacation, provided, that the examination is taken at the time it is scheduled.

Removal examinations may be taken at other times on the recommendation of the Dean and upon payment of a required fee. Students not in residence shall pay the registration fee besides the examination fee in order to be entitled to take the removal examination.

There shall be a regular period for removing grades of 4.0 and INC. before the start of each semester. Such a grade may no longer be improved after the end of the third regular removal period immediately following the semester/term in which the grade was incurred. A grade of 4.0 received after removing a grade of INC., however, must be removed within the remaining portion of the prescribed period for the removal of the original grade of INC.

HONORIFIC SCHOLARSHIPS

University Scholarship

Any undergraduate or graduate student who obtains at the end of the semester a weighted average of 1.45 or better, or 1.25 or better, respectively, is given this honorific scholarship. University scholars are listed in the President's List of Scholars.

College Scholarship

Any undergraduate or graduate student who, not being classed as University scholar, obtains at the end of the semester a weighted average of 1.75 or better, or 1.50 or better, respectively, is given this honorific scholarship. College scholars are listed in the Dean's List of Scholars.

Additional Requirements for Honorific Scholarships

In addition to the general weighted average prescribed, a student must have taken during the previous semester at least 15 units of academic credit or the normal load prescribed (in case of graduate students, not less than 8 units); must be up-to-date with all the non-academic requirements (PE and ROTC); and must have no grade below 3.0 in any academic or non-academic subject.

Honorific scholarships do not entitle the holders to any tuition fee waiver, either partial or full.

SCHOLASTIC DELINQUENCY

Warning. Any student who obtains final grades at the end of the semester below 3.0 in 25% to 49% of the total number of academic units for which he is registered will receive a warning from the Dean to improve his work.

Probation. Any student who, at the end of the semester obtains final grades below 3.0 in 50% to 75% of the total number of academic units in which he has final grades shall be placed on probation for the succeeding semester and his load shall be limited to the extent to be determined by the Dean.

Probation may be removed by passing with grades of 3.0 or better in more than 50% of the units in which he has final grades in the succeeding semester.

Dismissal. 1. Any student who, at the end of the semester, obtains final grades below 3.0 in more than 75% but less than 100% of the total number of academic units in which he receives final grades shall be dropped from the rolls of the college.

2. Any student on probation in accordance with the preceding rule who again fails in 50% or more of the total number of units in which he receives final grades shall be dropped from the rolls of his college or school.

3. Any student dropped from one college shall not ordinarily be admitted to another unit of the University, unless in the opinion of the Director of OSA, his natural aptitude and interest may qualify him in another field of study, in which case he may be allowed to enroll in the proper college, or school, or department.

Permanent Disqualification. 1. Any student who, at the end of the semester or term, obtains final grades below 3.0 in 100% of the academic units in which he is given final grades shall be permanently barred from readmission to any college or school of the University.

2. Any student who was dropped in accordance with the rules on Dismissal and again fails so that it becomes necessary again to drop him, shall not be eligible for readmission to any college or school of the University.

Permanent disqualification does not apply to cases where, on recommendation of the instructors concerned, the faculty certifies that the grades of 5.0 were due to the student's unauthorized dropping of the subjects and not to poor scholarship. However, if the unauthorized withdrawal takes place after the mid-semester and the student's class standing is poor, his grade of 5.0 shall be counted against him for the purpose of this scholarship rule. The Dean shall deal with these cases on their individual merits in the light of the recommendations of the OSA Director; provided, that in no case of readmission to the same or another college or school shall the action be lighter than probation.

A grade of Incomplete (INC.) is not to be included in the computation. When it is replaced by a final grade, the latter is to be included in the grades during the semester when the removal is made.

Required courses in which a student has failed shall take precedence over other courses in his succeeding enrollment.

No readmission of dismissed students or disqualified students shall be considered by the Deans without the favorable recommendation of the University Guidance Counselor. Cases in which the action of the Deans conflicts with the recommendation of the University Guidance Services Specialist or Counselor may be elevated to the Vice Chancellor for Academic Affairs. Her decision shall be final.

LEAVE OF ABSENCE

A leave of absence should be requested in a written petition to the Dean. The petition should state the reason for which the leave is desired and should specify the period of the leave. The leave should not exceed one year but may be renewed for at most another year. When not taken in two successive years, the aggregate leave of absence should not exceed two years.

A student who needs to go on leave of absence beyond the allowable period of two years should be advised to apply for an honorable dismissal without prejudice to readmission.

The college, through the Dean or his duly authorized representative, shall inform (1) the University Registrar and (2) the parents/guardian of every student granted leave of absence of such leave, indicating the reasons for the same and the amount of money refunded to the student, if any.

For leave of absence availed of during the second half of the semester, the faculty members concerned shall be required to indicate the class standing of the student (passing or failing) at the time of the application for the leave. No application for leave of absence shall be approved without indicating the student's class standing by the instructors concerned. This, however, should not be entered in the official Report of Grades.

If a student withdraws after $\frac{2}{3}$ of the total number of hours prescribed for a course has already lapsed, his instructors may submit a grade of 5.0 for him if his class standing up to the time of his withdrawal is below 3.0.

A student who withdraws from a college without formal leave of absence shall have his registration privilege curtailed or entirely withdrawn.

MAXIMUM RESIDENCE RULE

A student must finish the requirements of a course of any college within the period of actual residence equivalent to $1\frac{1}{2}$ times the normal length prescribed for his program, otherwise he shall not be allowed to register further in that college.

This rule shall not apply to graduate students who are covered by specific rules or to students governed by existing rules regarding a maximum period. Furthermore, account shall be taken of the provision of Article 243 of the Revised University Code which states that members of the faculty, officers, and employees of the University have a privilege of enrolling in the University for not more than 6 units a semester at reduced rates of fees.

HONORABLE DISMISSAL

A student in good standing who desires to sever his connection with the University shall present a written petition to this effect to the Registrar, signed by his parent or guardian. If the petition is granted, the student shall be given honorable dismissal. Without such petition and favorable action, nor record of honorable dismissal shall be made.

Generally, honorable dismissal is voluntary withdrawal from the University with the consent of the Registrar or his representative. All indebtedness to the University must be settled before a statement of honorable dismissal will be issued. The statement indicates that the student withdrew in good standing as far as character and conduct are concerned. If the student has been dropped from the rolls on account of poor scholarship, a statement to that effect may be added to the honorable dismissal.

A student who leaves the University by reason of expulsion due to disciplinary action shall be allowed to obtain his academic transcript of record without reference to Dishonorable Dismissal, provided: 1) the student writes an application; 2) not less than one (1) school year, beginning the school year immediately following the effectivity of the expulsion decision has elapsed; 3) the party concerned, during the period of expulsion, has not been involved in any untoward incident affecting the University, or been charged in court after the fiscal's investigation; and 4) all such applications are subject to Board of Regents action.

GRADUATION REQUIREMENTS

No student shall be recommended for graduation unless he has satisfied all academic and other requirements prescribed for graduation.

Candidates for graduation who began their studies under a curriculum more than 10 years old shall be governed by the following rules:

1. Those who had completed all the requirements of the curriculum but did not apply for, nor were granted, the corresponding degree or title shall have their graduation approved as of the date they should have originally graduated.
2. Those who had completed all but two or three subjects required by a curriculum shall be made to follow any of the curricula enforced from the time they first attended the University to the present.

All candidates for graduation must have their deficiencies made up and their records cleared not later than five weeks before the end of their last semester, with the exception of those in academic subjects and work in Physical Education and Military Science, in which the student is currently enrolled during that semester.

No student shall be graduated from the University unless he has completed at least one year of residence work which may, however, be extended to a longer period by the proper faculty. The residence work referred to must be done immediately prior to graduation in the case of the following:

1. a student transferee from other schools. This residence requirement is in addition to completion of at least 50% of the required units for the course; and
2. a student who has been absent without official leave (AWOL).

No student who fails to pay the required graduation fee within the specified period set by the Registrar shall be conferred any title or degree. Such a student may, however, upon his request and payment of the necessary fees, be given a certified copy of his credentials without specifying his completion of the requirements towards any title or degree.

Students must file formal application as candidates for graduation in the offices of the Deans of their respective colleges.

GRADUATION WITH HONORS

Students who complete their baccalaureate degree with the following absolute minimum weighted average grade shall be graduated with honors:

Summa cum laude	1.20
Magna cum laude	1.45
Cum laude	1.75

All the grades in all subjects prescribed in the curriculum, as well as subjects that qualify as electives, shall be included in the computation of the weighted average grade.

Additional Rules

Candidates for graduation with honors must have completed in the University at least 75 percent of the total number of academic units or hours for graduation and must have been in residence therein for at least two years immediately prior to graduation.

In the computation of the final average of candidates for graduation with honors, only resident credits shall be included.

Students who are candidates for graduation with honors must have taken during each semester/trimester/quarter not less than 15 units of credit or the normal load

prescribed in the curriculum in cases where such normal load is less than 15 units, unless the lighter load was due to justifiable causes such as health reasons, the unavailability of courses needed in the curriculum to complete the full load, or the fact that the candidate is a working student.

To justify underloading, the submission of pertinent documents is required, as follows:

1. For health reasons - medical certification to be confirmed by the University Health Service.
2. For unavailability of courses - certification by the major adviser and copy of schedule of classes.
3. For employment - copy of payroll and appointment papers indicating among others duration of employment.

It is the responsibility of the student to establish beyond reasonable doubt the veracity of the cause(s) of his light loading. It is required in this connection that documents submitted to establish the cause(s) of his loading, such as certificate of employment and/or medical certificate, must be sworn to. These documents must be submitted during the semester of underloading.

ACADEMIC EXCELLENCE AND CLASSROOM METHODS

The pursuit of academic excellence in the University brings with it a wide range of approaches exercised by teachers in the classroom. Teachers expect their students to have the capacity for independent work, as well as for liberal, speculative thinking which sometimes students find hard to cope with. It is quite important for freshmen to develop an open mind and flexible personality. This way, they will be able to understand their teacher better, and take "classroom terrorism" as just but a "product of the mind."

SUPPORT SERVICES AND FACILITIES

OFFICE OF STUDENT AFFAIRS

In support of the academic programs of the University, the **Office of Student Affairs** (formerly Office of Student Personnel Services or OSPS), headed by the Director, is committed to the holistic development of students. It has a main office located at the Lean Alejandro Building in Mag-ao campus, popularly known as the Student Union Building, and an extension office on the Iloilo City campus. It delivers an integrated program of services to meet the students' multifarious needs throughout the four campuses. Its major services are as follows:

GUIDANCE AND COUNSELING SERVICES

A. Counseling

Students are guided in making decisions about personal, vocational and educational concerns with the help of a professional counselor. Counseling sessions are done with individual students or groups. Students are accommodated either as scheduled or as they walk in.

B. Psychological Testing

Data on personal attributes of students like mental abilities, aptitudes, habits, interests, and other personality characteristics are taken through batteries of psychological tests given during the students' freshmen year or as needed during their residency in the University.

Psychological test results also are used as tools in the counseling process.

C. Career Guidance, Graduate Placement and Follow-up

As soon as a college freshman enters the University, he is guided in identifying and developing career paths through initial interviews called by the Office of Student Affairs. Career aptitudes and interests are discussed with professional counselors taking into consideration psychological test results. These are followed up in subsequent counseling sessions. When they graduate, students are informed of job placement opportunities and followed up as to their career status.

D. Human Development Service

Various groups of students are brought together in group dynamics activities and structured learning experiences where they learn to become aware, responsive and effective in handling personal and interpersonal relationships. Experiences gleaned from these activities contribute to their growth and development as human beings.

E. Peer Facilitating Program

The program is a volunteer service of trained students under the supervision of a guidance specialist. The peer facilitators work hand in hand with the guidance specialists to assist students to cope with the challenges of college life and to expedite personal growth and development through para-counseling and student activities, i.e. group discussions, group dynamics, etc. At the same time, the volunteers enhance their personalities through interaction with their peers and through trainings they undergo. Student volunteers who stay in the dormitories are called junior counselors. They are supervised by their dormitory managers.

STUDENT ORGANIZATION AND ACTIVITIES

Providing opportunities for development outside the classroom are the different student organizations and activities on campus. Coordinated by the Office of the Student Affairs these activities serve as venues for development of personal talents and abilities as well as leadership skills and responsibilities. Students are also exposed to various training programs such as Leadership Seminars and Psychosocial Activities.

SCHOLARSHIPS AND FINANCIAL ASSISTANCE

Following the thrust to democratize student admission, the University is implementing a Socialized Tuition and Financial Assistance Program (STFAP) consisting of four basic components.

Subsidized education for every UP student regardless of his capacity to pay and financial need, tuition and other fees paid to UP being much less than the direct cost of education in the University.

Socialized tuition by which UP grants subsidies covering tuition, miscellaneous and laboratory fees; the subsidy level is being based on the capacity to pay and financial need of the student.

Student assistantship which gives undergraduate students the opportunity to earn P25,00 per hour by working for UP. This enables students to augment their allowance as well as enhance interpersonal skills through interaction with the students and professionals. STFAP grantees are given priority in this program.

Scholarships consisting of living and book subsidies which are based on both financial need and academic performance.

Outside of the general scholarship program, there are also government and private scholarships offered by private persons and entities available for deserving UPV students.

Any misinformation and/or withholding of information done by any student in connection with his application in the STFAP will automatically disqualify him/her from receiving any financial assistance or subsidy, and may serve as ground for his/her expulsion from the University.

HOUSING SERVICE

On the Miag-ao campus, five residence halls, namely, Balay Apitong (Graduate Hall), Balay Madya-as (Boys Dormitory), Balay Gumamela (Girls Dormitory), Balay Lampirong (Freshmen Hall I), and Balay Kanihaon (Freshmen Hall II), and one in Iloilo City Campus, Balay Ilonggo, house undergraduate and graduate students, faculty, UPV personnel, and guests of the University.

Freshmen in Miagao campus are housed together in two dormitories, while upperclassmen male and female students stay in two other dormitories. These dormitory residents pay a lodging fee. The Graduate Hall or Balay Apitong accommodates graduate students, undergraduate thesis writers and guests. Transients, who may be accommodated based on availability of rooms, are charged a transient lodging fee.

Rates are subject to increase as approved by proper authority.

Group dynamics, sports, cultural activities, as well as board games held in coordination with the guidance specialists and student groups facilitate socialization and prevent boredom. These also provide the ambiance of "home away from home" and make the dormitories an essential venue for student education and development outside of the classroom.

The House Council in residence hall serves as the bridge between the residents and the management and assist the residence head in planning enrichment activities and formulating house rules and regulations.

HEALTH SERVICES

The Health Services Unit (HSU) of the University is a primary health care unit that caters to UPV constituents.

In the Iloilo City campus, one full-time doctor, one full-time dentist, one full-time nurse, one dental aide, and a nursing aide manage the clinic.

In the Miag-ao campus, the HSU or the Infirmary which started its operation in June 1990, is equipped with modern dental and medical equipment. It has a 15-bed capacity with a male and female wards, two isolation/private rooms, laboratory and x-ray facilities, and an ambulance. Its staff composed of three full-time doctors, one reliever doctor, one full-time dentist, three full-time nurses, two reliever nurses, one full-time medical technologist, an x-ray technician, three administrative aides, one dental aide, and a driver.

The HSU in UPV Miag-ao campus now operates on a 24 hours, seven days a week basis. It continues to be open to non-UP patients between 8:am 5:00pm-. Patients from Miag-ao and nearby towns now avail of the out-patient services (consultation), x-ray, laboratory services and the dental services.

However, the focus HSU is 24-hours/per day seven days a week services to students, faculty, and staff, and their dependents. Proposal is in place to service the UPV retirees too.

An ambulance service is available to transport patients to hospitals if needed.

For UPV students and personnel starter doses are given during consultation.

LIBRARY SERVICES

The University Library of U.P. in the Visayas, consists of a main Library and 8 unit libraries serving the programs of study and research in various fields of the units to which they are attached. These libraries are located in 3 island provinces: Iloilo, Cebu and Tacloban.

In Iloilo City, there are 3 libraries: The College of Management Library serves the needs of the College of Management (CM), the Graduate Library for the graduate school students, and the High School Library which supports the High School Programs. There are also 2 libraries in Miag-ao: a College of Arts and Sciences (CAS) Library, and the College of Fisheries and Ocean Sciences (CFOS) Library. The CFOS also operates a Brackishwater Aquaculture Center (BAC) Library in Leganes. The U.P. V. Cebu College and U.P.V. Tacloban College Libraries support their respective units and programs.

The Library resources consist of books, serials, pamphlets, thesis, dissertations, and reprints. To supplement the print collection, a Media Services Section provides a collection of Audio-Visual, Multi-Media, CD-ROMs and other electronic resources.

These resources are available to UPV students upon presentation of a duly countersigned ID card. A temporary card, good until the permanent ID card is available, will be issued to first year students, upon presentation of their registration form and an ID size photograph.

The collections, except those of the High School Library, are classified according to the Library of Congress Classification Scheme (LC) and are available for home reading, room use only or overnight use at the various service areas. Most of the materials are on open shelves.

To identify and locate materials in the University Library collection, the student must consult the on-line public access catalog (OPAC). Through the Library Solution Software, everything will be done on-line. The only thing a user or borrower has to do is to go to the library and pick-up the book or return it. Borrowing of books, reservation, recalling notices and others are done via the software. With just a click, users will be able to know where the book is available, in which college, how many copies, whether it is on the shelf borrowed and whether it is overdue.

The libraries observe extended library hours on weekdays and Saturdays. Some of these libraries are also open on the 2 Sundays immediately preceding the final examinations.

The libraries primarily serve the students, faculty and staff of the UP Visayas. In addition, researchers from other units as well as other institutions, government offices, and industrial firms may also avail of the library services under certain conditions.

LEARNING RESOURCE CENTER

The Learning Resource Center (LRC) has the main task of providing instructional and supportive services to students to ensure that the goal of promoting academic excellence will be realized in a more caring and nurturing environment. To do this, the LRC has embarked its three major programs:

A. Bridge Program

The Bridge Program (formerly known as the Summer Bridge Program or SBP) is offered to selected incoming freshmen who obtained relatively low scores in the UPCAT. It seeks to upgrade the students' capacity to meet the demands of UP education particularly in Mathematics, Reading Comprehension and English Proficiency.

B. Learning Assistance Program

This program includes tutorials, computer workshops, lending of learning modules and computer and internet access.

- The LRC facilitates the tutorial activities for the students. Here, volunteer peer and faculty tutors are tapped to conduct tutorial sessions.
- To help students in their academic requirements, the LRC offers easy access to computers and the internet. Workshops are also conducted at the beginning of the school year to help students who are not familiar with the basic word processing, and to orient them with the basic rules and policies in the LRC.
- The LRC also provides self-instructional learning modules for students who wish to do individual study to supplement classroom learning. Learning modules available are in Communication, Mathematics, Chemistry, Biology and the Natural Sciences.

C. Other Services

To provide students with efficient services, the LRC also offers:

- Easy access to LRC facilities, e.g., tutorial booths, reading room
- Audio-visual equipment for classroom presentations and other activities
- Access to Film Library
- Access to other reading materials for leisure purposes (Book Club)

STUDENT RIGHTS AND OBLIGATIONS

The notion that a student's place in an institution of higher learning is but to study has long been rejected in the University of the Philippines. It has been replaced with an entirely different tradition the byword of which is militancy. That tradition revolves around the idea that thought should transcend the classroom and transform itself into action.

Due to its affinity with the high purpose of national welfare, student militancy is appraised as a cherished value not only in the academe but in the entire Filipino society. As such, it is to be defended and preserved. The pursuit of this tradition of militancy is moored in certain basic rights guaranteed to students.

RIGHTS OF STUDENTS

Among the basic rights appertaining to students as members of the academic community are:

- a. freedom of inquiry and expression, within the campus, in curricular activities and in extra-curricular student affairs;
- b. procedural fairness in disciplinary proceedings; and
- c. participation in the governance of the institution.

The students' right of freedom of inquiry includes the right not only to accurate information, but also to hear any opinion on any subject of public or general concern.

For this purpose, they may have the right to invite outside speakers, and school authorities may not veto their invitation solely on the basis of the credentials of the speakers.

It also includes the right not to be subjected to indoctrination leading to imposed ideological homogeneity.

The students' freedom of expression includes the right to: a. hold any kind of peaceful demonstration;

- b. protest against school policies and national or local policies even though not related to the school; and
- c. to circulate literature and petition for signature.

The students' right to fair play in disciplinary proceedings include the following rights:

- a. not to be punished for acts that were not grounds for disciplinary action when they were committed;
- b. to written notice of the charges and reasonable time to answer them and prepare for their hearing;
- c. to a hearing before suspension or expulsion, unless summary suspension is clearly auto-

- alized in limited cases;
- d. to an impartial judge;
- e. to be assisted by a counsel;
- f. to confront and question adverse witnesses;
- g. to present defense;
- h. to be informed of the decision; and
- i. to appeal the decision to higher authorities, where allowed, and thereafter to the courts.

RULES AND REGULATIONS ON STUDENT CONDUCT AND DISCIPLINE*

SECTION 1. Basis of Discipline. Students shall at all times observe the laws of the land and the rules and regulations of the University.

No disciplinary proceedings shall be instituted except for conduct prohibited by law or by the rules and regulations promulgated by duly constituted authority of the University.

SECTION 2. Specific Misconduct. A student shall be subject to disciplinary action for any of the following acts:

- a. Any form of cheating in examinations or any act of dishonesty in relations to his studies;
- b. Carrying within University premises any firearms, knife with a blade longer than 2 ½ inches, or any dangerous or deadly weapon; Provided, That this shall not apply to one who shall possess the same in connection with his studies and who has a permit from the dean or director of his college or school;
- c. Drinking of alcoholic beverages within academic and administrative buildings, dormitories, and the immediate premises thereof, except in places expressly allowed by the University, or drunken behavior within the University premises;
- d. Unauthorized or illegal possession or use of prohibited drugs or chemicals, or other banned substances enumerated in the Dangerous Drugs Act of 1972 (as amended), such as LSD, marijuana, heroin, shabu or opiates and hallucinogenic drugs in any form within the University premises;
- e. Gambling within the University premises;
- f. Gross and deliberate discourtesy to any University official, faculty member or person in authority;
- g. Creating within the University premises disorder, tumult, breach of peace, or serious disturbance;
- h. Making a false statement of any material fact, or practicing or attempting to practice any deception or fraud in connection with his admission or registration in, or graduation from the University;
- i. Practicing or attempting to practice any deception or fraud in connection with his application in any University funded or sponsored scholarship or grant. [As amended at the 105th BOR Meeting on 25 June 1992]

*As approved by the Board of Regents at its 876th Meeting on 2 September 1976, superseding all previous rules on the subject, and as amended at the 923rd BOR Meeting on 31 January 1980, at the 1017th BOR Meeting on 8 December 1988, at the 1041st BOR meeting on 4 July 1991, at the 1051st BOR Meeting on 25 June 1992, and further amended at the 1057th BOR Meeting on January 1993.

- j. Damaging or defacing University property;
- k. Disgraceful or immoral conduct within University premises;
- l. Unlawfully taking University property; [†—]
- m. Any other form of misconduct.

SECTION 3 Rules and Regulations Promulgated by Deans or Directors of various units may after due consultation with the Faculty Student relations Committee, promulgate rules on conduct and discipline or peculiar application to their respective units, subject to the written approval of the President or Chancellor and to the rules on circularization and date of effectivity, as herein provided.

SECTION 4. Student Disciplinary Tribunal. There shall be a Student Disciplinary tribunal composed of a chairman who shall be a member of the Integrated Bar of the Philippines, and two (2) members to be appointed for a period of one (1) year from among the faculty and other staff of the University. In any disciplinary case before the tribunal, a respondent may request that two (2) students be appointed to sit with the tribunal.

The Chairman and the non-student members shall render full-time service in the tribunal. They shall receive monthly honoraria in the amount of P500.00 and P400.00 respectively. **

The tribunal shall be under the supervision of the Dean of Students, who shall designate, whenever, requested, the student members to sit with the tribunal. ***

SECTION 5. Jurisdiction. All cases involving discipline of students under these rules shall be subject to the jurisdiction of the student disciplinary tribunal, except the following cases which shall fall under the jurisdiction of the appropriate college or unit:

- a. Violation of college or unit rules and regulations by students of the college, or
- b. Misconduct committed by students of the college or unit within its classrooms or premises or in the course of an official activity; Provided, that regional units of the University shall have original jurisdiction over all cases involving students of such units.

SECTION 6. College Investigation. Investigation of cases falling under the jurisdiction of a college shall be conducted by a committee of three (3) members appointed by the dean, one of whom shall be a student of the college.

* Section 2 (i) to 2 (j) were adopted at the 1051st BOR Meeting on 25 June 1992.

**The monthly honoraria for the Chairman and the non-student members were raised from P400.00 to P500.00 and from P300.00 to P400.00, respectively, at the 908th BOR Meeting on Dec. 7, 1978.

***A position as Vice Chancellor for Student Affairs in U.P. Diliman was created at the 956th BOR meeting on December 17, 1982, replacing in effect the existing position of Dean of Students in U. P. Diliman. Autonomous units shall set up their own student disciplinary tribunals in accordance with these rules.

SECTION 7. Filing of Charges. A disciplinary proceeding shall be instituted *mutuo proprio* by the appropriate authority or upon the filing of a written charge specifying the acts of omissions constituting the misconduct and subscribed to by the complainant or upon submission of an official report of any violation of existing rules and regulations. Upon the filing of said charge or report with the student disciplinary tribunal or the office of the Dean, as the case may be, an entry shall be made in an official book kept for the purpose, specifying the person or persons charged, the complainant or complainants, his witnesses, if any, the date of filing and the substances of the charge.

SECTION 8. Preliminary Inquiry. Upon receipt of the complaint or report, the tribunal or the Dean of the College, as the case may be, shall determine whether such complaint or report is sufficient to warrant formal investigation. In all cases where the complaint or report is found sufficient, formal charges shall be drawn up and served upon each respondent. In every case, the parents or guardians of the students charged shall be furnished with a copy of the same.

SECTION 9. Answer. Each respondent shall be required to answer in writing within three (3) days from receipt of the charges. Formal investigation shall be held on notice as provided below.

SECTION 10. Hearing. Hearings shall begin not later than one (1) week after receipt of the respondent's answer or after the expiration of the period within which the respondent should answer.

SECTION 11. Duration of Hearing. No hearing on any case shall last beyond two calendar months.

SECTION 12. Notice of Hearing. All parties concerned shall be notified of the data set for hearing at least two (2) days before such hearing. Notice to counsel of record or duly authorized representative of a party shall be sufficient notice for the purpose of this section.

SECTION 13. Failure to Appear at hearing. Should either complainant or respondent fail to appear for the initial hearing after due notice and without sufficient cause, this fact shall be noted and the hearing shall proceed *ex parte* without prejudice to the party's appearance in subsequent hearings.

SECTION 14. Postponement. Application for postponement may be granted for good cause for such period as the ends of justice and the right of the parties to a speedy hearing require.

SECTION 15. Committee Report. The college investigating committee shall forward to the dean concerned within fifteen (15) days after the termination of the hearing the complete record of the case, with its report and recommendation. The recommendation signed by a majority of the members of the Committee shall state the findings of fact and the specific regulations on which it is based.

SECTION 16. Action by the Dean. The Dean shall, within ten (10) days from receipt of the Committee report, transmit the report, together with his decision or recommendation, to the President of the University or the Chancellor of an autonomous unit, as the case may be.

SECTION 17. Decision of the Tribunal. The tribunal shall decide each case within fifteen (15) days from final submission. The decision shall be in writing and signed by a majority of its members.

It shall include a brief statement of the findings of fact and the specific regulations on which the decision is based.

SECTION 18. Finality of Decision. Any decision of the tribunal or of a Dean, other than expulsion, permanent disqualification from enrollment or suspension for more than thirty (30) calendar days, shall become final and executory after fifteen (15) days from receipt of the decision by the respondent unless within five (5) days from receipt thereof a motion for reconsideration of the same is filed, in which case the decision shall be final after fifteen (15) days from receipt of the action on the motion for reconsideration.

SECTION 19. Appeal to the President or Chancellor. In all cases in which final decision is not conferred on a Dean or the Tribunal, the respondent may file an appeal with the President or the Chancellor within ten (10) days exclusive of Sundays and official holidays after receipt of the appeal.

SECTION 20. Action by the President or the Chancellor. Action of the President or Chancellor on recommendation coming from the Dean on appeal from a decision of a Dean or the Tribunal shall be rendered within ten (10) days exclusive of Sundays and official holidays after receipt of the appeal. [As amended at the 1041st BOR, 4 July 1991]

The Executive Committee shall automatically review and decide all student disciplinary cases in which the penalty of suspension for one year (1) year or more, expulsion, and withdrawal of registration privileges is imposed.

The authority given to the Executive Committee under this rule is understood to include the power to affirm, reverse, decrease or increase the penalties imposed in the case under review. [As amended at the 1041st BOR, 4 July 1991]

The decision of the Executive Committee shall be final and executory after fifteen (15) days from the receipt of the decision by the respondent unless, in the meantime, an appeal is made to, and given due course by the Board of Regents.

SECTION 21. Action by the Board of Regents. The Board may review on appeal decisions of the President or Chancellor when the penalty imposed is expulsion, suspension for more than one (1) academic year, or any other penalty of equivalent severity.

SECTION 22. Rights of respondents. Each respondent shall enjoy the following rights:

- a. Not to be subjected to any disciplinary penalty except upon due process of law;
- b. To be convicted only on the basis of substantial evidence, the burden of proof being with the person bringing the charge;
- c. To be convicted only on evidence introduced at the proceedings or of which the respondent has

been properly apprised;

d. Pending final decision on any charge, to enjoy all his rights and change, to enjoy all his rights and privileges as a student, subject to the power of the Dean or the tribunal to order the preventive suspension of the respondent for not more than fifteen (15) days where suspension is necessary to maintain the security of the College or the University.

e. To defend himself personally, or by counsel, or representative of his own choice. If the respondent should desire but is unable to secure the services of counsel, he should manifest that the fact two (2) days before the date of hearing, and request the tribunal or the investigating committee to designate counsel for him from among the members of the University constituency.

SECTION 23. Effect of Decision. Decisions shall take effect as provided in these rules. However, final decisions of suspension or dismissal within thirty (30) days prior to any final examination, shall take effect during the subsequent semester, except when the respondent is graduating in which case the penalty shall immediately take effect.

SECTION 24. Records. All proceedings before any tribunal or Committee shall be set down in writing by a competent stenographer. Original records pertaining to student discipline shall be under the custody of the Vice Chancellor for Student Affairs. Such records are hereby declared confidential and no person shall have access to the same for the inspection or copying unless he has a legal right which cannot be protected or vindicated without access to or copying of such records. Any University officials or employee who shall violate the confidential nature of such records shall be subjected to disciplinary action.

SECTION 25. Sanctions*

- a. Any student found guilty of the misconduct defined in Section 2 (a) shall be penalized with suspension for not less than one (1) year.
 1. All cases involved or dishonesty shall be investigated by a College Unit but shall automatically be subject to review by the Chancellor.
 2. Students found guilty of cheating/dishonesty shall be barred from graduating with honors, even if their weighted average is within the requirement for the graduation with honors.**
- b. Any student found guilty for the misconduct defined in section 2 (b) shall be penalized as follows:
 1. For the first offense, suspension for a period not less than (15) calendar days but not more than thirty (30) calendar days;

*For U. P. Visayas, classification of sanctions will have to be made according to the gravity of the offense. [As adopted at the 1057th BOR Meeting on 25 January 1993]

**For U. P. Visayas, cases of cheating will go directly to the Student Disciplinary Tribunal (SDT). [As adopted at the 1057th BOR Meeting on 25 June 1993]

2. For the second offense, suspension for a period of not less than thirty (30) calendar days but not more than one (1) semester.
 3. For the third offense, the penalty shall be Expulsion; Provided, that should the deadly weapon be a firearm, the penalty for first offense shall be suspension for not less than thirty (30) calendar days; Provided, that should the student be found guilty for the fourth time, the penalty shall be Expulsion.
- c. Any student found guilty of the misconduct defined in Section 2 (c) shall be penalized with suspension for not less than seven (7) calendar days, but not more than thirty (30) calendar days; Provided, that should the student be found guilty for the fourth time, the penalty shall be Expulsion.
- d. Any student found guilty of the misconduct defined in Section 2 (d) shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be Expulsion.]
- e. Any student found guilty of the misconduct defined in Section 2 (e) shall be penalized with suspension for not less than seven (7) calendar days, but not more than thirty (30) calendar days; Provided, that the student be found guilty for the fourth time, the penalty shall be Expulsion.
- f. Any student found guilty of the misconduct defined in Section 2 (f) shall be penalized with suspension for not less than thirty (30) calendar days, but not more than one (1) semester; Provided, that the penalty for the second offense shall be Expulsion; and provided further, that should the student assault, strike, or inflict physical violence upon any University official, faculty member or person in authority, the penalty shall be Expulsion.
- g. Any student found guilty of the misconduct defined in Section 2 (g) shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be Expulsion.
- h. Any student found guilty of the misconduct defined in Section 2 (h) shall be penalized as follows:
1. For the first offense, by suspension for a period of not less than one (1) semester, but not more than one (1) year;
 2. For the second offense, the penalty shall be Expulsion.
- i. Any student found guilty of the misconduct defined in Section 2 (i) shall be penalized as follows:
1. For the first offense, by suspension for a period of not less than one (1) semester, but not more than one (1) year;
 2. For the second offense, the penalty shall be Expulsion.
 3. Any student found guilty of willfully withholding or misrepresenting information in his application to the Socialized Tuition and Financial Assistance Program (STFAP) shall be subject to the following guidelines on penalties for STFAP violations:

- (a) If the information withheld involves common appliances, e.g. owned by majority of the population, the recommended penalty is one (1) semester suspension, reimbursement of STFAP benefits received, plus permanent disqualification from STFAP and other scholarships.
- (b) If the information withheld involves appliances which may be used to indicate capacity to pay, the recommended penalty is one (1) year suspension, reimbursement of STFAP benefits received and permanent disqualification from STFAP and other scholarships.
- (c) If the information withheld is substantial such as car, income employment, real properties, the recommended penalty is expulsion plus reimbursement of all STFAP benefited.
- (d) If the student is found to have submitted falsified documents, the recommended penalty is expulsion plus reimbursement of STFAP benefits.
- (e) If the student pleads guilty, he should be made to reimburse all STFAP benefits either before the decision is made or reimbursement is made a precondition for enrollment.

Furthermore, if the information withheld is grave such as in Nos. 3 (c) and 3 (d) above, the recommended penalty is two (2) years suspension and permanent disqualification from STFAP and other scholarships.

- j. Any student found guilty of the misconduct defined in Section 2 (j) shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be Expulsion. In addition, the student may also be required to pay for the repair and/or replacement of the damaged property.

- k. Any student found guilty of misconduct defined in Section 2 (k) shall be penalized with suspension for not less than seven (7) calendar days, but not more than thirty (30) calendar days; Provided, that should the student be found guilty for the third time the penalty shall be Expulsion.

- l. Any student found guilty of the misconduct defined in Section 2 (l) shall be penalized with suspension for not less than fifteen (15) calendar days, but not more than forty-five (45) calendar days; Provided, that should the student be found guilty for the third time, the penalty shall be Expulsion. In addition, the student may also be required to pay for, or replace the stolen property.*—

- m. The disciplinary action that may be imposed for violations of misconduct in Section 2 (m) may take the form of expulsion, suspension from the University, withholding of graduation and other privileges, withdrawal of registration privileges (Sec. 20), permanent disqualification from enrollment, (sec. 18), exclusion from any class, reprimand warning, or expression of apology. The gravity of the offense committed and the circumstances attending its commission shall determine the nature of the disciplinary action or penalty to be imposed. [As amended at the 1051st BOR Meeting on 25 June 1992]

*—Sections 25(a) to 25(l) were adopted at the 1051st BOR Meeting on 25 June 1992.

n. The Dean or Director of the unit may impose the penalty of suspension for a period not exceeding one (1) calendar year. If he deems suspension for a longer period or expulsion warranted, he shall so recommend to the Chancellor, who shall refer the case to the Executive Committee, for final decision.

o. Any disciplinary action taken against a student shall be reported to his parents or guardians.

p. Refusal to submit to the jurisdiction of the University by any student not enrolled at the time a charge against him is filed shall prejudice his future enrollment in any unit of the University.

Section 26. Summary Actions

Notwithstanding the provisions of the foregoing sections, a dean may proceed summarily against a student of a college in the following cases:

a. Violating of rules and regulations issued by the Dean of the unit in accordance with section 3 of these rules;

b. Misconduct committed in presence of a faculty member or any official of the University within the classrooms or premises of a college, or in the course of an official function sponsored by the college.

The respondent shall be summoned to appear before the Dean of the unit, informed of the charge against him, and afforded the opportunity to present his side.

Decisions taken under this sections, shall be in writing, stating the grounds for which disciplinary penalty is imposed. Such decisions shall final and executory upon the issuance of the order. The penalty impose shall not exceed suspension for fifteen (15) days exclusives of Sundays and specials holidays. [As amended at the 104th BOR Meeting, 4 July 1991]

c. The Vice Chancellor for Student Affairs may likewise proceed summarily against students in cases of:

1. Misconduct committed as provided in paragraph (b) of this Section, when committed within the jurisdiction of any college, school or unit or in the course of an official function Sponsored by the University or Unit other than a college, school or academic unit.

2. Misconduct as defined in Section 2, (g) above whether or not the acts are committed within the premises of, and by persons belonging to, one or several colleges, schools or units.

Section 27. Definitions

The following terms shall have the meaning set forth below for purposes of these regulations:

a. "Autonomous unit" refers to such universities or units of the University of the Philippines System which have been declared autonomous by law or by Board of Regents.

b. "Regional Units" refers to units outside of Diliman and Manila which are not autonomous;

c. "Student" shall refer to any person (1) admitted and registered, in a degree or non-degree program or cross-registered in any course of the University on a regular or part time basis, including those who are officially on leave of absence and (2) who has not yet been separated from the University formally through either transfer, graduation, honorable or dishonorable dismissal or expulsion or expiration of the period allowed for maximum residence, at the time of the commission of the offense, regardless of whether or not he is enrolled in any unit of the University at the time of the filing of the charge or during the pendency of the disciplinary proceedings against him;

d. "Laws of the land" shall refer to the general enactments in force in the Philippines;

e. "Official Report" shall include any report duly submitted in writing to any proper authority in the University by a faculty member, any member of the University security force, any officer of the college or unit, or any officer of the University Administration.

SECTION 28. These rules shall supersede all previous rules on student discipline and shall take effect upon approval. Amendments to these rules shall be circularized within ten (10) days after approval and shall take effect fifteen (15) days after circularization, unless a specific date has been set, which date shall in no case be within (5) days after its approval.

SPECIAL POWER AS REGARDS STUDENT DISCIPLINE GRANTED TO DEAN OF STUDENTS

A. Power of the Vice-Chancellor for Student Affairs of UP Diliman

At its 94th meeting on December 18 and 22, 1981, the Board of Regents approved the "grant of special power to the Vice Chancellor for Student Affairs, to suspend erring students at any time for a maximum period of thirty (30) days, effective immediately upon its imposition". As recorded on page 6 of the minutes of the 94th BOR meeting, the justification presented is quoted below for ready reference:

"This is necessary to immediately prevent further recurrence of offenses and thereby prevent further harm to other students and innocent bystanders."

"Such powers will be used sparingly and only in cases of fraternity rumbles or tumultuous affray, boycotts by force or coercion, or illegal demonstration, and can be restricted by appeals to the President, if necessary."

B. Power of Other Deans of Students

At its 95th meeting on May 26, 1983, the Board of Regents approved the "grant of similar power previously given to the vice chancellor for Student Affairs, Diliman (94th BOR Meeting, December 18 and 22, 1981) to comparable officials in the University of the Philippines Los Baños, Manila, and Visayas to suspend the erring students at any time for a maximum period of thirty (30) days, effective immediately upon its imposition."

IMMEDIATE REPORTING OF STUDENTS WITH PENDING DISCIPLINARY CASES

On August 8, 1978, President Onofre D. Corpuz issued memorandum No. 16, prescribing procedures for the immediate reporting of students with pending disciplinary cases as follows:

"Our attention has lately been called to the fact that some students who have pending disciplinary cases are nevertheless given clearances to leave the University even before their cases are finally resolved.

"Delays in reporting regarding their cases seem to work for students concerned, who on the same day of the incident, or immediately thereafter, work for clearance to leave. If the University Registrar and the Vice Chancellor for Student Affairs are not immediately notified of their pending cases, their applications for clearance are given due course.

"We ought to correct this situation.

"The UP Police force, aside from filing the complaint directly with the Student Disciplinary Tribunal and Furnishing copies of its report to the Office of the President, should also furnish copies of the same to the following units: (a) the College in which the students is enrolled at the time of the incident; (b) the Vice Chancellor for Student Affairs; and (c) the University Registrar. Such Police report is sufficient for purposes of listing the name of the students in the Registrar's List of Students with Pending Disciplinary Cases.

"The Dean and Directors of academic units ought also to follow the same or a similar procedure as outlined above.

"The usual procedure of notifying the Registrar's Office and the Vice-Chancellor for Student Affairs of the decisions in disciplinary cases ought to continue.

"In the meanwhile, no clearance will be issued to any such student unless so certified by the Unit Dean/Director or the Chairman of the SDT that the pending case is dismissed or that student has been appropriately penalized if found guilty."

IMPLEMENTING RULES AND REGULATIONS OF THE ANTI-SEXUAL HARASSMENT

ACT OF 1995

Pursuant to its powers vested by law, the Board of Regents of the University of the Philippines System hereby promulgates the following rules and regulations to effectively carry out Republic Act No. 7878, otherwise known as the Anti-Sexual Harassment Act of 1995, within the premises and jurisdiction of the said University.

Section 1. *Affirmation of Policy*. - In affirmation of the Declaration of Policy set forth in Section 2 of Republic Act No. 7878, The University of the Philippines System shall establish and maintain an intellectual and

moral environment in which the dignity and worth of all members of the academic community are guaranteed full respect.

The University affirms its commitment to provide a secure and conducive learning and working environment for students, faculty members and employees free from sexual harassment and all forms of sexual intimidation and exploitation.

Section 2. *Definitions*. - As used in these Rules and Regulations:

- (a) "Student" means a person duly enrolled for a degree course or in a short-term training or review program in any academic unit or training center of the University.
- (b) "Employee" means any person who holds an official appointment or designation in any unit or office (academic or administrative) of the University and includes casual or contractual employees as well as graduate or student assistant; and
- (c) "Faculty member" means any member of the teaching staff of the University, regardless of academic rank or category and includes librarian, researcher or research associate, coach, trainer or training specialist, and extension worker as well as graduate student with teaching responsibilities.

Section 3. *Sexual Harassment Defined*.

- (a) Sexual harassment is committed by an officer, faculty member, employee, coach, trainer, or any person who having authority, influence or moral ascendancy over another in any aspect of academic or administrative work in any campus, unit office or classroom of the University demands, requests or otherwise requires any sexual favor from the other, without regard as to whether such demand, request or requirement is accepted by the latter.
- (b) in a work-related environment, either academic or administrative, sexual harassment is deemed to exist when:
 - (1.) The sexual favor is made as a condition in the hiring or employment or reemployment of the individual who is the object of sexual harassment, or in granting such individual favorable compensation or promotion or any other terms, conditions or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying a faculty member or employee which would discriminate, deprive him or her diminish employment opportunities or otherwise adversely affect such faculty member or employee;
 - (2.) The above acts would impair the rights or privileges of the faculty member or employee under the Civil Service law, rules or regulations;
 - (3.) The above acts would result in an intimidating, hostile or offensive employment environment for the faculty member or employee.
- (c) In the academic, teaching or study environment, sexual harassment is committed:
 - 1) Against a student, trainee or one who is under the care, custody, supervision or advisanship of the offender;
 - 2) Against one whose education, training apprenticeship or tutorship is entrusted to the offenders;
 - 3) When the sexual favor is deemed to be a condition to the giving of a passing grade, the granting

- of honors and scholarship, or the payment of a stipend, allowance or other benefit, privileges, or considerations; or
- 4) When sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.

Section 4. *Inducement or Cooperation to Commit Sexual Harassment.*

Any person connected with the University as an officer, faculty member, employee or a student, who directs or induces to commit any act of sexual harassment as herein defined, or who cooperates in the commission thereof by another without which it would not have been committed, shall be held accountable under these Rules and Regulations.

Section 5. *Policy Standards and Guidelines Concerning Sexual Harassment.* – In furtherance of the Declaration of Policy affirmed in Section 1 hereof, the following standards and guidelines shall be observed within the University of the Philippines System:

- (a) These Rules and Regulations cover all officials, faculty members, employee, and students within the jurisdiction of the University of the Philippines System. Included in this coverage are applicants for academic or administrative positions and for admission as students in any unit or campus of the University System, after the application has been received by such unit or campus.
- (b) Sexual harassment under these Rules and Regulations is not limited to cases involving abuse of authority or power but includes as well those in peer relationships, such as in faculty-faculty, employee-employee or student-student relations, or those involving harassment of faculty members or employees by students. It contemplates cases of harassment involving persons of the same or opposite sex.
- (c) Sexual harassment is a reprehensible conducts, which subverts the mission of the University and undermines the careers of students and faculty members as well as those of the research and administrative personnel. The University shall take measures to prevent sexual harassment and eliminate conditions, which give rise to sexual intimidation and exploitation within the purview of these Rules and Regulations.
- (d) Accordingly, sexual harassment is hereby declared a ground for administrative disciplinary action and may constitute grave misconduct, simple misconduct, disgraceful or immoral conduct, or conduct prejudicial to the best interest of the service, as each case may warrant.
- (e) All reported incidents or cases of sexual harassment shall be investigated and appropriate disciplinary, criminal or any other legal action will be taken by the University authorities with the consent of the victim and taking into account the integrity and other preponderant interests of the University.
- (f) University officials, faculty members, employees and students entrusted with duties or functions connected with the implementation or enforcement of these Rules and Regulations are required to observe confidentiality and respect individual privacy to the greatest extent possible in dealing with reports and complaints of sexual harassment.
- (g) The University will provide all possible support services to students, faculty members or employees who are victims of sexual harassment.
- (h) Retaliation against parties directly or indirectly involved in any incident case or report concerning

sexual harassment will not be tolerated. Any act of retaliation in itself shall be a ground for disciplinary action.

Section 6. *Procedures.* –

- (a) Each campus of the University, or where appropriate its constituent institution, shall provide facilities for both informal and formal procedures for resolving cases or dealing with incidents of sexual harassment.
- (b) Informal procedure refers to University action through appropriate officials or committees, which does not involve formal investigation nor filing of formal charges. It may consist of counseling providing information, or other means of support. However, incidents of sexual harassment dealt within this manner will be documented to determine whether patterns of sexual harassment are present.
The Chancellor shall establish facilities for informal procedures. Until the Sexual Harassment Office is created as provided in Section 7 hereof, the Center for Women's Studies or the Women's Desk of the Chancellor's Office shall provide informal facilities.
- (c) If the case or situation requires resort to formal charge of sexual harassment, the procedure set out in Annex "A", together with the definition of penalties therein, shall be complied with.

SECTION 7. *Responsible Officials.*-(a) Under the general supervision of the President of the University, Chancellors shall be responsible for the effective implementation of the policy on sexual harassment as provided in the present Rules and Regulations.

SECTION 8. *Sexual Harassment Office.* –

- (a) A Sexual Harassment Office is hereby created in each autonomous campus of the University under the Office of the Chancellor. It shall be composed as follows.
 - (1) As Chairperson on a rating basis, the Vice- Chancellor for the Academic Affairs, the Vice-Chancellor for Administration, the Vice-Chancellor for Student Affairs, and the Vice-Chancellor or equivalent officials, shall, under the direction of the Chancellor, be the chairperson however that the Vice Chancellor, be the chairperson in charge of organizing the Office and shall preside over its initial business meeting;
 - (2) One representative each from the faculty, employees, and student sectors, who shall be appointed by the Chancellor upon consultation with the respective sectors, for a term of two years each;
 - (3) The Director of the Women's Studies Center, or Chairperson of the Women's Desk of the Chancellor's Office; and
 - (4) The Coordinator of the Office, who shall be a non voting member.
- (b) The Office shall:
 - (1) Undertake information and educational activities to the end that the University policy, rules, regulations, and procedures on sexual harassment are disseminated and become part of the academic culture.
 - (2) Creatively design or formulate informal procedures of such nature as to elicit trust and confidence

on the part of the interested parties in resolving problem arising from cases or incidents of sexual harassment, including counseling and grievance management ;

- (3) Provide security and support measures to aggrieved parties or victims in sexual harassment cases; and
- (4) In every appropriate case, constitute a Hearing Committee as required in formal procedure set out in Annex "A" herof.
- (c) The Coordinator shall be appointed by the Chancellor to serve on a full time basis for a term of three years, which may be renewed. He or she shall be executive officer of the Office and shall be responsible for the efficient implementation of the decisions of the Office and of the Chancellor involving sexual harassment cases.
- (d) The Officer shall every year constitute a pool of such number of students, faculty members, and officers of employees as may be necessary from which shall be drawn the members of the Hearing Committee in every case where formal procedure is preferred or is deemed necessary. The members of the pool shall acquaint themselves with University policy, rules, and regulations, and procedures concerning sexual harassment.
- (e) Within sixty (60) days from the effectivity of these Rules and Regulations, the Chancellor shall complete the organization of the Office and shall be appropriate public notice inform the academic community of the date it becomes thereby operational.

SECTION 9. Annual Report. The Chancellor shall submit an annual report to the President of the University, which shall contain an evaluation of the sexual harassment problem vis-à-vis, the implementation of the University policy, rules, and regulations contained herein, together with his recommendations.

SECTION 9. Effectivity. These rules and Regulations shall take effect seven (7) days from publication in the Philippine Collegian or its counterpart University student publication of the autonomous university.

FORMAL PROCEDURE FOR SEXUAL HARASSMENT CASES

1. COMPLAINT

- 1.1 A formal complaint requires that the complainant be willing to identify the respondent so that a thorough investigation and hearing of the charge shall be conducted. A formal charge of sexual harassment will be filed only on a subscribed sworn complaint. Complaint procedures must conform to the principles of the process.
- 1.2 The complaint shall file a written complaint with the Sexual Harassment Office which shall, upon receipt of the complaint, determine whether probable cause exists before giving due course to the complaint. Upon a finding of probable cause, a Hearing Committee shall be constituted with members drawn from a pool as established under Section 7(d) of the Rules and Regulations.
- 1.3 The complaint shall forthwith be referred to the Committee.
- 1.4 No particular form is required for the complaint, but it must be in writing, signed and sworn to by the complainant. It must contain the following:

- (1) the full name and address of the complainant;
- (2) the full name and address of the respondent;
- (3) a specification of the charge or charges.

Where the complaint is not under oath, the complainant shall be summoned by the Committee to swear to the truth of the allegations to the complaint.

- 1.5 In support of the complaint, the complainant may submit any evidence he or she has, including affidavits of witness, if any, together with the complaint.
- 1.6 A withdrawal of the complaint made or filed at any stage of the proceedings shall not preclude the Committee from the proceeding with investigation of the case.
- 1.7 The Committee shall notify the respondent in writing of the sexual harassment charge.

2. ANSWER

- 2.1 Unless a different period is indicated in the notice issued by the Committee, the respondent shall be given not less than seventy-two hours after receipt of the complaint to answer the charges.
- 2.2 The answer shall be in writing, signed and sworn to by the respondent, and copy furnished the complainant. No particular form is required but it is sufficient if the answer contains a specific admission or denial of the charge or charges and a statement of the relevant facts constituting the respondent's defense.
- 2.3 The respondent shall indicate in his answer whether or not he elects a formal investigation.
- 2.4 In support of the answer, the respondent shall submit any evidence he or she has, including affidavits of witness, if any, together with the answer.
- 2.5 Unless otherwise directed by the Committee, failure of the respondents to file an answer to appear in the investigation shall be construed as a waiver to present evidence in his or her behalf.

3. HEARING

- 3.1 After all the pleadings have been submitted, the Committee shall conduct a hearing not earlier than five (5) days nor later than ten (10) days from the date of receipt of the respondent's answer or complainant's reply, if any, and shall as far as possible conclude the hearing or investigation within thirty (30) days from the filing of the charges.
- 3.2 The Committee shall prepare a report within fifteen days after the conclusion of the investigation or hearing and submit report and its recommendations to the Sexual Harassment Office.

4. PREVENTIVE SUSPENSION

- 4.1 On the recommendations of the Sexual Harassment Office, the Chancellor may suspend any subordinate officer, faculty member or employee for not more than ninety (90) days pending an investigation, if the charge is for grave misconduct and the evidence of guilt is strong which would warrant the respondent's removal from the service.
- 4.2 If the case against the officer, faculty member or employee under preventive suspension is not finally decided within a period of ninety (90) days after the date of suspension, respondents shall be automatically reinstated in the service. Provided, that if the delay in the disposition of the case is due to the fault, negligence, or petition of the respondent, the period of the delay shall not be counted in computing the period of suspension.

5. DECISION

- 5.1 Within fifteen (15) days from receipt of the Committee report and recommendation, the Chancellor shall render the decision.
- 5.2 The decision of the Chancellor shall be final and executory ten (10) days after receipt of the copy thereof by the parties.
- 5.3 Any appeal of the decision shall be filed in accordance with the University rules and regulations regarding administrative cases.

6. PENALTIES

Sexual Harassment is punishable as follows:

- 6.1 As Simple Misdemeanor
First offense: Suspension for 1 month and 1 day to 6 months.
Second offense: Suspension for one year.
Third offense: Dismissal.
- 6.2 As Conduct Prejudicial to the Best Interest of the Service or Disgraceful and Immoral Conduct
First offense: Suspension for 6 months and 1 day to one year.
Second offense: Dismissal.
- 6.3 As Grave Misdemeanor
First offense: Dismissal and permanent disqualification from government employment within the University system
- 6.4 A student found guilty of simple misdemeanor involving sexual harassment shall be penalized with a suspension for not less than one (1) calendar day but not more than thirty (30) calendar days, provided that should the student be found guilty for the third time, the penalty shall be expulsion.

UPV GUIDELINES FOR STUDENT ORGANIZATIONS AND ACTIVITIES

(Approved on the 1019th meeting of the UP Board of Regents held on March 3, 1989)

Part I BACKGROUND

A. Rationale

The total education of a student is realizable not in the classrooms alone. Other venues of development can be found as well as in extra-class endeavors, and in most educational institutions, these are in the form of student organizations and activities. Through these, experiences are provided by which students learn important values in responsibility and leadership and this can be done through a well-guided program for student organizations and activities. While giving students greater autonomy in the management of their respective organizations, a framework by which student activities can be helped to operate needs to be provided to ensure that these are conducive to growth and development.

B. Organizational Structure

The Student Organization and Activities Program of the University will be under the over-all coordination and supervision of the UPV/Dean of Students. Matters pertaining to student organizations and activities at the university-wide level will be handled by the Office of Student Personnel Services, while those at the college level in the three UP Visayas campuses will be handled by the different offices or college committees tasked by the respective College Deans for this purpose.

C. Scope of the Guidelines

The UPV Guidelines for Student Organizations and Activities are applicable to all types of student organizations. The individual colleges however, may adopt more specific rules for college-based student organizations, as long as these do not run counter to the UPV Guidelines.

Part II POLICIES AND GUIDELINES

A. Types of Student Organizations

Student organizations may be classified according to their scope of membership or nature of activities.

Based on scope of membership, student organizations may be of three kinds:

1. **University Organizations**
These are student organizations whose members belong to two or more colleges of the university.
2. **College Organizations**
These are student organizations whose members belong exclusively to one college.
3. **Class Organizations**
These are organizations whose members belong to academic program courses.

Based on the nature of their activities, student organizations may be classified as:

1. College Student Councils
 2. Publications (e.g. "Pagbutak", "Kasanaq", "Accounts", "Salambaw")
 3. Interest Groups
 4. Fraternities and Sororities
 5. Chapters/Branches of Recognized National or Regional Organizations
 6. Cultural Performing Groups of the University
 7. Academic-based Organizations
- B. Special Provisions for Student Councils and Publications

The Student Councils and Publications whose Constitutions have been approved by higher University Authorities do not have to apply for recognition. However, they are covered by the UPV Guidelines for Student Organizations and Activities.

Part III SPECIFIC RULES FOR STUDENT ORGANIZATIONS AND ACTIVITIES

A. Recognition of Student Organizations

Student organizations, in order to operate legitimately, have to be recognized by the University.

University organizations are granted recognition by the Office of Student Personnel Services while college organizations are recognized by their respective deans through the college committees assigned for this function. Notices of the latter's recognition are then submitted to the O.S.P.S. for confirmation.

The types of recognition that may be granted to student organizations are:

1. Probationary Recognition

This type of recognition is granted to student organizations applying for the first time or those organizations applying for recognition after being inactive for a year or more. These organizations are required to submit reports of their accomplishments as well as the status of their finances, every end of the semester. Failure to do so would be counted against the application for full recognition of the organization.

2. Full Recognition

This is given to student organizations which have satisfied all requirements during a probationary period, or which have continually maintained good performance while fully recognized. They are required to submit activity and financial reports at the end of the school year.

Both probationary and fully recognized student organizations are expected to undertake at least one major activity during the academic year. This major activity is in line with the organization's concern or sphere of interest as stipulated in their Constitution and By-Laws. An activity is considered major if participation involves not only members of the sponsoring organization but also other students, UPV faculty members, and staff. Examples are drama presentations, lectures, seminars, sports, etc. Fund-raising activities are not considered major.

B. Rights and Privileges of Recognized Student Organizations

Recognized student organizations are entitled to the following rights and privileges:

1. Use of campus facilities (grounds, classrooms, buildings, et cetera) and personnel services, subject to rules and regulations on the use of such, and provided official academic activities are not prejudiced.
2. Representation, through the UPV Student Council, in standing committees which concern student welfare and interest.

For fully recognized student organizations, their officers or members may be appointed representatives of the University in community activities as requested or recommended by the Chancellor or his/her representatives.

C. Limitations of Rights and Privileges

1. There is one month moratorium on student activities, the period to be reckoned from the first day of the integration period. However, within the first two weeks of the moratorium, activities may be allowed on a case-to-case basis. No student activity of any kind within the last two weeks will be accommodated.
2. Fraternities and sororities are subject to the following rules:
 - (a) Freshman students are absolutely banned from joining any fraternity or sorority. Any fraternity or sorority which permits or invites freshmen to join any activities shall have its status reversed to probationary recognition or, its recognition cancelled.
 - (b) Initiation of students, which inflict physical or moral damage, is strictly prohibited.
3. The annual reports of both probationary and fully recognized organizations are to be submitted two weeks before the start of the final examination period during the second semester. Failure to submit the annual report on time will prevent the President, Secretary, and Treasurer of an organization from getting clearance from the Office of Student Personnel Services.
4. Probationary recognition may be withdrawn and full recognition may be reverted or also withdrawn as the case may be, upon cause and after due process. Grounds for withdrawal may be in the form of willful violation of UPV rules and regulations in general, and the UPV guidelines in particular.

D. The Advisers and Officers of Student Organizations

1. Qualifications, Duties and Responsibilities of Advisers and Officers
 - a) Advisers
 - (1) Only faculty members with at least one year teaching experience in U.P. Visayas may be an adviser of any student

organization. They should make proper consultations with their respective Division Chairmen before accepting the advisorship. A non-teaching staff, by virtue of his/her special knowledge and expertise in the field of interest of a student organization, may be asked to co-advise.

- (2) Duties and responsibilities of the adviser are to be embodied in the Constitution and By-Laws of the organization. His/her responsibility extends to both on and off-campus activities.

- (3) The adviser, a more experienced and concerned mentor-elder in the university, provides advice to the members of the organization not only on how to achieve organizational goals but also on the development of individual members as responsible and concerned citizens.

b) Officers

- (1) The academic qualifications required for the officers are the following:

No student with a grade of "NC," "4.0," or "5.0" in the semester immediately preceding the term of office may become an officer of a Student Council, except when these grades have been completed, removed, or re-enrolled and passed during the Summer term. Officers of all other organizations are required to have a weighted average grade of "3.0" as certified by their respective College Secretaries. Certifications of Good Moral Standing also need to be presented as qualifications.

- (2) A student may hold the position of President (or its equivalent) in only one organization within any given semester. The officers and adviser(s) are jointly responsible for the conduct and discipline of the organization. Like that of the adviser(s), activities held inside or outside of the campus are the responsibility of the officers.

Part IV. SPECIFIC PROCEDURES FOR STUDENT ACTIVITIES

A. Applying for Recognition

In applying for recognition, student organizations must submit the following:

1. Copy of Constitution and By-Laws, approval of which is to be attested by the President or Secretary (for new organizations).
 2. Duly approved amendments to their Constitution and By-Laws (for old organizations), if applicable.
 3. Plan of Activities for the year, with tentative schedule.
 4. Letter of Acceptance from Adviser
 5. List of Officers, with their respective courses, city and home addresses, and telephone numbers when available, and schedule of classes.
 6. List of Members (at least 15)
 7. Copy of Grades of Officers in the previous semester.
 8. Specimen signature of Officers
- All the aforementioned documents must be accompanied by a letter of application addressed to the Dean of Students for university organizations and the College Dean for college organizations. The letter must be signed by the head of the organization and duly noted by the adviser. After submission of the required documents, the Office of Student Personnel Services or the corresponding Office under the College Dean may invite the officers and the adviser(s) of the organization concerned for further enlightenment on their application, as a step in the recognition procedure. College student organizations submit their application for recognition to the respective College Committees/Offices in charge of student activities. The College Committees/Offices in turn endorse these to the Office of Student Personnel Services for approval or confirmation.

Officers of the organization may undergo a Leadership Training Seminar administered by the Office of Student Personnel Services. Certificates will attest to this attendance.

- B. Other Activities
1. All reports/papers submitted to the office of Student Personnel Services must bear the written approval and signature of the adviser. Advisers will be furnished a copy of all communications from the Office of Student Personnel Services. The same procedure will be observed by the college organizations when relating with College Committees Offices and vice-versa.
 2. No organization may start an activity except the holding of business meetings without prior approval of their recognition and activities by the Office of Student Personnel Services or by the College Committees and Offices concerned.
 3. Permits to hold activities are to be filed ten (10) working days before the activity if there is a need for equipment and personnel services; seven (7) working days before the date of the activity for the use of Little Theater and the Auditorium, five (5) working days if only for the use of other roofed spaces. Use of open spaces must be cleared with the College/School Official-in-Charge. All forms pass through prescribed channels. Individual colleges may prescribe a different period for filing for the use of their specific facilities.
 4. The organization shall be held responsible for damage or defacement of University facilities as well as for orderliness and cleanliness of the premises during and immediately after the activity.
 5. All notices and announcement are to be posted only on specially designated places. Notices and announcement must have a clearance from the Office of Student Personnel Services, the Committee/Offices in charge of Student Organizations and Activities in the case of some colleges, or other appropriate offices.
 6. In evening affairs such as dances or cultural presentations which involve the attendance of a large audience, the organization is advised to provide for extra security officers if the need arises.
 7. All student activities must observe curfew hours established by the school and the local or national government.
- C. Finances
1. Expenses for student activities are to be agreed upon by the majority of the members and approved by the faculty adviser(s).
 2. Student organizations engaging in fund-raising activities should secure official permits from the government agencies concerned such as the Department of Social Services and Development and the Bureau of Internal Revenue, in cases where it is necessary.
 3. Applications for fund-raising activities must indicate their specific purposes. Fund-raising for the enjoyment of the organization members such as parties shall not be allowed.
 4. Tickets or their equivalent must be numbered and must bear the signature of duly authorized officers of the organization.
 5. Any collection, contribution, proceeds, etc. must be duly receipted or listed. They are to be accounted within two weeks after the activity. The financial report must be submitted to the Office of Student Personnel Services or in the case of college organizations, to the Committee/Offices in-charge of Student Organizations and Activities, and evidence must be shown that proceeds have been expended for the approved purpose.

Note:

Additional requirements for recognition, such as the submission of recent pictures, are pursuant to Rule VI, Section 5 of the Revised Rules and Regulations Governing Fraternities, Sororities and Other Student Organizations (Approved at the 1091st BOR Meeting, October 24, 1995). And the Rules and Regulations Implementing Republic Act No. 8049 (An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities, Sororities, and Organizations and Providing Penalties therefor.)

REVISED RULES AND REGULATIONS GOVERNING FRATERINITIES, SORORITIES AND OTHER STUDENT ORGANIZATIONS*

(Approved at the 1091st BOR Meeting, October 24, 1995)

Whereas, the University aims to create an environment that promotes constructive and meaningful interaction among students, fraternities, sororities and other student organizations;

Whereas, in order to nurture that environment, there is a need for the University to promulgate and strictly implement policies, guidelines, rules and procedures which are responsive to the dynamics of interaction among fraternities, sororities and other student organizations;

Whereas, existing rules and regulations on the conduct of fraternities, sororities and other student organizations have proven inadequate for purposes of instilling discipline and proper conduct among fraternities, sororities and other student organizations;

Whereas, the University condemns any and all interactions among fraternities, sororities and other student organizations which result in violence, thereby exposing the student and the University to harm, physical danger and damage to property;

Whereas, the University impresses upon the members of fraternities, sororities and other student organizations that it condemns the continued existence of the culture of violence and finds the presence of erring students on campus reprehensible;

Whereas, there is a need to adopt clear-cut guidelines on the imposition of penalties, in addition to the definition of possible actionable misconduct by the members of fraternities, sororities and other student organizations in order that University authorities may be more effective in dealing with fraternity and other student organization-related misconduct, and impress upon the members of fraternities and other student organizations that the University is all out against hoodliganism and violence on campus and that it would not tolerate the continued presence of these erring students on campus;

NOW, THEREFORE, by virtue of the powers vested in the U.P. Board of Regents, the following Rules and Regulations Governing Fraternities, Sororities and Other Student Organizations are hereby promulgated:

Rule I - Actionable Misconduct and Penalties

These rules shall apply to all fraternities, sororities and other student organizations, regardless of whether or not they are officially recognized by the University, and without prejudice to the provisions of Republic Act No. 8094, otherwise known as the "Anti-Hazing Law."

*The Rules and Regulations on Student Conduct and Discipline (SDT rules) which generally apply to U.P. students were approved by the Board of Regents at its 876th meeting on September 2, 1976 and last amended at its 1051st meeting on June 25, 1992.

Section 1. - Members and officers of fraternities, sororities and other student organizations shall be subject to disciplinary action for the following acts and shall be penalized as follows:

- A. Any such member or officer who commits, or engages in, any of the acts specified below shall be expelled from the University whether or not the acts are committed within or outside University premises:
 - 1. Participating in any rumble, engaging in fistcuffs with, or physically attacking, a member of other fraternities, sororities or other student organizations, or
 - 2. Physically attacking any other student or official, faculty member, or employee of the University, or any other person in connection with any matter relating to fraternities, sororities or other student organizations.
 - A rumble is a violent confrontation between two or more students belonging to different fraternities, sororities or other student organizations.
- B. Any such member or officer who engages in any form of physical initiation or hazing resulting in or causing physical injury, as well as the neophyte who allows himself/herself to be subjected to hazing, shall be expelled, unless the student concerned agrees to become a witness for the University.
- C. Any such member or officer who commits acts of provocation which result in heated confrontation between fraternities, sororities and other student organizations shall be suspended for one (1) year, provided, however, that in case the provocation results in a rumble, fistcuffs or a physical attack, the erring student shall be expelled from the University.
 - There is sufficient provocation when a person or party excites, incites or induces another to execute an act; when one irritates or annoys one with improper or unjust acts, or words or deeds that are vexing.
 - There is a heated confrontation when, as a result of the immediately preceding act of sufficient provocation, words are exchanged in a hostile, challenging, insulting, irritating or annoying manner or conduct between the parties.
- D. Any such member or officer who exhibits gross or deliberate discourtesy to any University official, faculty member, employee, disciplining authorities or their agents, in connection with fraternity, sorority and other student organization-related incident, shall be suspended for at least one (1) year.
- E. Any such member or officer found carrying or possessing within University premises any firearm, molotov bomb, pillow or other explosives, knife with a blade longer than two and a half (2 1/2) inches, metal pipe, or any other dangerous or deadly weapon, and banned substances enumerated under the Dangerous Drugs Act (Republic Act No. 6425, as amended) shall be expelled from the University; provided, however, that stones, baseball bats, nightsticks, rattan sticks, or similar wooden instruments, paper cutters, tear gas, scalpels, toothpicks and other similar objects capable of causing physical injuries shall be deemed dangerous and deadly weapon if the erring person possesses them in preparation for or immediately before, during, or after an attack, confrontation, or rumble; provided, further that possession of such objects by two or more members or officers shall be deemed to be in preparation for an attack, confrontation or rumble.
- F. Any such member or officer who willfully fails to comply with summons by the Vice-Chancellor for Student Affairs or equivalent official in the autonomous university, the Student Disciplinary Tribunal, Deans or their representatives for the purposes of investigation and other proceedings conducted in connection with fraternity, sorority, and other student organization-related misconduct shall be automatically suspended by the Chancellor until the person concerned complies therewith; provided, that such suspension shall not exceed sixty (60) calendar days.

- G. Any such member or officer who causes damage to University property, or property of any private person within the University premises, on the occasion of a rumble, hazing, tumultuous affray or any similar disturbance shall be suspended for at least one (1) year, provided, that, if any death, or serious or less serious physical injury is caused to another person by reason of, or on the occasion of said destruction of property, the erring student shall be expelled from the University; provided, further, that if University property is damaged, he/she shall be required to repair the damage done at his/her expense or to reimburse the University costs incurred in repairing such damage, and no clearance shall be issued until such damage is fully compensated by the respondent.
- H. Any such member or officer of fraternities or sororities who recruits a college freshman or first-year student taking a first undergraduate degree shall be suspended for at least one (1) year and the student recruited as well as all officers of the fraternities or sororities concerned shall likewise be suspended for a similar period.

The recruitment of two or more college freshmen or first-year students, in any manner, shall be taken as evidence of the fraternities or sororities' policy of recruitment in violation of the foregoing provision; in which case, all, the officers of the fraternities or sororities concerned shall be suspended for at least one (1) year.

As used in these rules, the term college freshman shall refer to students in the first year of their first undergraduate course as well as any college student who has earned not more than thirty (30) units of academic credits in any baccalaureate or certificate program, but not including graduate program, post-baccalaureate program or any non-degree program of the University; provided, that a grade of incomplete in any subject or course shall not be construed as a unit earned in said subject or course.

- I. Any such member or officer who commits any other form of fraternity, sorority and other student organization-related misconduct, whether within or outside University premises, which affects the good order and welfare of the University or which has a negative effect on the discipline, general welfare, or the good name of the University, shall be suspended for not less than six (6) months but not more than one (1) year.

In case of a second offense committed under paragraphs C, D, G, H and I above, the erring students shall be expelled from the University.

Section 2.

- A. In case any misconduct defined in the preceding section is committed by two or more members or officers of the fraternities, sororities or student organizations, and a conspiracy is established, all officers of such fraternities, sororities or student organizations participating in that conspiracy shall be expelled from the University.

A conspiracy shall be deemed to exist if concerted action and unity of purpose is established.

- B. Where the acts prohibited under this rule is committed by a member, officer, or agent of the fraternities, sororities or student organizations who is not a student of, or even if a student is not currently enrolled in, the University, all officers of said fraternities, sororities or student organizations shall be suspended for at least one (1) year, provided, that if said acts are committed by bodyguards, domestics or employees of a member or officer, such member or officer and all officers of the fraternities, sororities or student organizations shall be expelled from the University.

Section 3. - Penalties of suspension shall take effect immediately upon the finality of the decision. A student under suspension shall not be allowed to enroll, attend classes, take examinations, use University facilities, or graduate during the effectivity of the suspension; provided, that, use of University facilities shall be understood to include using

library facilities, residing in residence halls or dormitories owned by the University, undertaking field work or any other academic requirement, entering any academic building, etc.; provided, further, that a student under suspension shall not be allowed to enroll until his/her suspension shall have been fully served, except where the period of his/her suspension expires on the last day for late registration.

The period of suspension shall be counted as part of the academic residency requirement of the student; if for any reason the student was able to take an examination or submit any academic requirement during the effectivity of suspension, such examination or submission shall be considered invalid.

Notice of suspension shall be immediately furnished to the parents and/or guardians of the student and all the colleges and units concerned. All concerned faculty members shall be immediately notified of the suspension by their respective deans, institute/center directors, and department chairpersons, as the case may be.

Notwithstanding the foregoing, nothing in these rules shall preclude the disciplining authorities from imposing sanctions including but not limited to withdrawal of recognition of the fraternities, sororities and other student organizations, under existing University and college rules and regulations.

Rule II - Jurisdiction

Section 1. - The Student Disciplinary Tribunal shall be composed of a Chairperson, who shall be a member of the Integrated Bar of the Philippines, two other members, all of whom shall be appointed by the Chancellor for a period of one year chosen from among the academic and administrative personnel of the respective autonomous universities, as well as the two other members, student and parent jurors provided for under Rule IV, Section 4.

Section 2. - The Student Disciplinary Tribunal (SDT) shall have jurisdiction to try all cases involving fraternity, sorority and other student organization-related incidents without prejudice to the summary powers of the disciplining authorities as provided in these and other existing rules.

The presence of at least a majority of the members shall constitute a quorum for the Tribunal to conduct formal investigations of all cases within its jurisdiction.

The members so appointed shall be entitled to such honorarium, allowance or benefit as shall be fixed by the President.

Section 3. - Unless otherwise superseded by subsequent issuances from the appropriate University official, existing student disciplinary tribunals, which shall continue to be under the supervision of the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university, shall continue to have jurisdiction over all cases involving fraternities, sororities and other student organization-related incidents as defined in these rules.

Rule III - Formal Charge

Section 1. - No member or officer of a fraternity, sorority or student organization shall be formally charged before the SDT unless a preliminary inquiry has been conducted by any member of the SDT, which must be finished not later than five (5) working days from the date of filing of the complaint, provided, that where the misconduct is committed within the premises of a college, it shall be the responsibility of the dean concerned to ensure that an appropriate complaint is expeditiously filed with the SDT within the same period of five (5) working days. In any other case, such responsibility shall lie with the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university.

Section 2. - A fraternity, sorority or student organization member or officer caught *in flagrante* by the disciplining authorities or any faculty member in the course of a fraternity, sorority or other student organization-related misconduct shall be formally charged before the SDT without the need for a preliminary inquiry.

Section 3. - The formal charge shall be served on the student/respondent(s) through the Dean of the college, a copy of which shall be furnished the parents and/or guardians of the student/respondent(s).

Rule IV - Prosecution of Cases

Section 1. - Lawyers from the Legal Office of the autonomous university shall represent the University in all proceedings before the SDT. Private lawyers appearing before the SDT shall be under the direct control and supervision of the University Prosecutor.

Section 2. - In case no lawyer from the Legal Office is available to act as counsel for the University, the Vice-Chancellor for Academic Affairs or the equivalent official in the autonomous university shall deputize any lawyer in the university to act as Counsel. The lawyer so deputized shall report directly to the Chief Legal Officer of the other autonomous university for instructions on the case.

The lawyer so deputized shall be entitled to an honorarium to be fixed by the President.

Section 3. - No lawyer-employee of the University shall be allowed to defend cases before the SDT, unless the respondents are within the third degree of affinity or consanguinity.

Section 4. - For each case investigated pursuant to these revised rules, the Student Disciplinary Tribunal shall include one student juror and one parent juror whose names shall be drawn by the Dean of Students or the Vice-Chancellor for Student Affairs from a list of possible student and parent jurors.

The list of student jurors shall be submitted by the Chairman of the University Student Council in the respective autonomous universities to the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university, within thirty (30) days from the start of every academic year, provided that, the list of students shall be valid until a new one is submitted to the Vice-Chancellor for Student Affairs or equivalent official by the next duly elected Student Council Chairman, and provided, further, that no parent or student related by affinity or consanguinity to student respondent(s), or a classmate in the current or immediately preceding semester, or a co-member in a fraternity, sorority or student organization, shall be allowed to serve as SDT member.

The list of parent jurors shall be submitted by the Vice-Chancellor for Student Affairs or equivalent official in the autonomous university to the Chancellor within the first fifteen (15) days of the school year.

The Chairperson of the Student Council concerned shall make sure that the students included in said list shall undertake to serve as student representatives in the Tribunal upon designation. The Vice-Chancellor for Student Affairs or equivalent official in the autonomous university shall ensure the attendance of the parent juror. Both jurors shall sign an undertaking regarding their willingness to serve for this purpose.

The student and parent jurors so appointed shall be counted for purposes of determining a quorum. They shall have voting rights in the final deliberation and resolution of the case only if they have been actually present in a majority of the hearings where witnesses were presented and have actively participated in the formal investigation of the case.

Section 5. - The SDT shall commence the hearing of the case within five (5) days after all parties have been duly furnished copies of the formal charge, and the hearings shall continue from day to day until the case is submitted for

resolution, which shall not be later than forty-five (45) days after the commencement of said hearings.

Section 6. - The SDT shall not be bound by the technical rules of evidence and may conduct summary proceedings through the submission of sworn affidavits, subject to cross-examination or clarificatory questions. The failure of a party to present evidence on the scheduled date shall be deemed a waiver of his/her right to present such evidence. The failure of a party or his/her counsel to attend the hearings on the scheduled dates shall not be a ground for postponing said hearings.

Section 7. - The filing of the following pleadings and motions is prohibited**:

- A. Motion for extension of time to file an answer;
- B. Motion to dismiss or to quash, except on the ground of lack of jurisdiction;
- C. Appeal to higher University authorities on questions of jurisdiction;
- D. Appeal to higher University authorities from interlocutory orders;
- E. Motion for bill of particulars;
- F. Motion for new trial;
- G. Motion for reconsideration of SDT rulings and/or resolutions;
- H. Motion to reopen the case;
- I. Demurrer to evidence;
- J. Motion for postponement;
- K. Reply;
- L. Intervention; and
- M. Other dilatory motions.

Rule V - Decision and Appeal

Section 1. - The SDT shall render decisions within fifteen (15) days from the time the cases are deemed submitted for resolution.

Section 2. - Decisions of the SDT imposing the penalty of suspension for a period not exceeding one (1) year shall be final and executory, even pending any appeal, while decisions imposing a higher penalty shall not be immediately executory. In both cases, the respondent may file an appeal to the President through the Chancellor of the autonomous university concerned within ten (10) days from receipt by the respondent or counsel of the SDT decision.

Section 3. - The Chancellor shall, within five (5) days from receipt of the appeal, endorse said appeal which shall include his recommendations, to the President, whose decision shall be final and immediately executory upon receipt of the decision by the respondent, except in cases of expulsion.

Section 4. - Decisions imposing the penalty of expulsion may be appealed to the Board of Regents within ten (10) days from receipt of the decision by the respondent, which appeal shall be decided upon during the next regular meeting of the Board following the President's decision.

Section 5. - In imposing the proper penalty, the SDT shall take into consideration the following justifying, exempting or aggravating circumstances:

- A. Circumstances that may be considered justifying:
 - 1. Self-Defense - When the respondent has shown by clear and convincing evidence that there was a previous and immediate unlawful attack or aggressive act against the respondent involved, and that such act placed the respondent in danger for which he/she was forced to commit the act(s) charged and that in doing so, the respondent employed such reasonable means to resist the unprovoked attack, and there was no sufficient provocation on the part of the respondent.
 - 2. Defense of Relatives or Strangers - If the respondent committed the act(s) charged in defense of a spouse, ascendant, descendant or brother or sister and against the aggressor immediately before, during or immediately after the act or aggression being inflicted on the respondent. Such defense may extend to strangers or third parties within any area subject to University jurisdiction, who are being subjected to acts of aggression, provided that the conditions required for in act(s) of self-defense are present.
- B. Circumstances that may be considered exempting:
 - 1. The act(s) for which the respondent is charged occurred during or was precipitated by a moment of temporary insanity or mental lapse as duly certified to by a competent and qualified psychiatrist.
 - 2. In cases of accident where it is established that (a) respondent was performing a lawful act with due care; (b) injury is caused by mere accident; and (c) there must be no fault or intent of causing the injury.
- C. Circumstances that may be considered aggravating:
 - 1. When the respondent has been previously charged and found guilty of violating any provision of the revised rules, or the rules prior to the revised rules.
 - 2. When the respondent is found to have employed such means, i.e., guns, firearms, and dangerous devices to aid him in committing the acts for which he is charged.
 - 3. When it is sufficiently established during the formal investigation that the act was committed with evident premeditation.
 - 4. When the heated confrontation occurs during a drinking (liquor) session within University premises and places where its jurisdiction is exercised.

Section 6. - Whenever there are justifying, exempting, or aggravating circumstances present and proven during formal investigation, the SDT shall be guided as follows:

- A. The presence of any exempting circumstance will extinguish the liability of the respondent.
- B. The presence of any justifying circumstance will serve to decrease the penalty to that of mere reprimand for a first offense, and to the penalty next higher for succeeding offenses.
- C. Aggravating circumstances shall serve to increase the penalty imposed to that next higher in degree.

Rule VI - Summary Action

Section 1. - In case a fraternity, sorority or student organization is involved in a rumble with, or attack against, another fraternity, sorority or student organization, all officers of the fraternity, sorority or student organization may be preventively suspended by the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university for a period not exceeding thirty (30) calendar days, without prejudice to any other liability under these rules.

**Section 7 is adopted from Section 19, Revised Rule on Summary Procedure

Section 2. - In case of violent physical initiation or hazing resulting in physical injuries, all officers of the fraternity, sorority or student organization shall be preventively suspended by the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university for a period not exceeding thirty (30) calendar days, without prejudice to any other liability under these rules.

Section 3. - The Order of Preventive Suspension issued by the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university shall be immediately executory, and may be lifted only upon orders of the Chancellor or the President.

Section 4. - Whenever a rumble or an attack occurs, the heads and other officers of the involved fraternities, sororities and student organizations are required to appear without necessity of summons before the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university within twenty-four (24) hours, from the start of the rumble or attack; provided, that either or both of the top two (2) ranking officers who fail to appear may be preventively suspended by the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university, for not more than thirty (30) calendar days, without prejudice to any other liability under these rules.

Section 5. - Each fraternity, sorority or any other student organization shall, within fifteen (15) days from the start of every academic year, submit to the Office of the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university, a list duly approved, subscribed and sworn to by the top three (3) ranking officers thereof, containing the names, addresses, and the telephone numbers, including the recent pictures of all the officers and members thereof, regardless of whether or not they are in good standing; provided, that any change therein must be reported within one (1) week to said office.

Failure to comply with the foregoing provision despite written notice from the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university, including submission of false information, shall render the fraternities, sororities or other student organizations concerned liable under Rule I, Section 1, (f) of these rules.

Rule VII - Sundry Provisions

Section 1. - All other provisions of the SDT Rules approved by the Board of Regents at its 876th Meeting on 02 September 1976, as amended, which are not inconsistent with these rules shall continue to apply in the prosecution of administrative disciplinary cases against erring members and officers of fraternities, sororities and other student organizations.

Section 2. - The existing summary powers of the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university, Deans and other disciplining authorities shall continue to apply, in so far as they are not inconsistent with these rules.

Section 3. - Notwithstanding the summary powers provided under existing SDT rules, the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university, or the Dean

concerned may preventively suspend any student for a period not exceeding thirty (30) calendar days in the following circumstances:

- A. When the student is caught in the act of committing any misconduct or prohibited act as defined in these rules in the presence of the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university, or the Dean;
- B. When the student is about to commit the misconduct or prohibited act as defined in these rules in the presence of the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university, or the Dean; or
- C. When the student has just committed the misconduct or prohibited act as defined in these rules.

When the erring student committed the misconduct or the prohibited act in the premises of the college where he/she belongs, the summary powers herein provided shall be exercised by the Dean of the said college; provided, that where the misconduct or prohibited act is committed in any other place within University premises, the Vice-Chancellor for Student Affairs or the equivalent official in the autonomous university shall exercise such summary powers.

Section 4. - The Chancellors of the autonomous universities are hereby empowered to create their respective student disciplinary tribunals which shall operate pursuant to these rules and existing SDT rules.

Section 5. - The Office of the Registrar of the autonomous university shall make a permanent entry in the transcript of records of all the members and officers of fraternities, sororities and student organizations regarding their having been suspended/expelled by reason of having been subjected to administrative disciplinary proceedings under these rules.

Section 6. - All existing disciplinary cases against members and officers of fraternities, sororities and other student organizations pending before SDT as of the date of approval of these rules shall be investigated or prosecuted, as the case may be, pursuant to or under such rules that are favorable to the respondent.

Rule VIII - Effectivity

Section 1. - These rules and regulations shall take effect upon approval by the Board of Regents and thirty (30) days after these are circularized by the Chancellors of the autonomous universities of the System.

Note: _____

As per Memorandum Circular No. 95-11-92 from the Office of the Chancellor, dated November 20, 1995, these rules took effect at U. P. in the Visayas on **December 20, 1995.**

**RULES AND REGULATIONS IMPLEMENTING
REPUBLIC ACT NO. 8049
(An Act Regulating Hazing and Other Forms of Initiation Rites in Fraternities,
Sororities, and Organizations and Providing Penalties Therefor)**

WHEREAS, Republic Act No. 8049 was enacted to regulate hazing and other forms of initiation rites in fraternities, sororities, and organizations and to provide penalties therefore;

WHEREAS, in the implementation R. A. 8049, there is a need for the University of the Philippines to promulgate rules and regulations in order to ensure that initiation rites are conducted with the least detriment to the physical, psychological and academic well being of the student;

NOW, THEREFORE, by virtue of the powers vested in the UP Board of Regents, the following Rules and Regulations Implementing Republic Act No. 8049 are hereby promulgated:

**RULE I
Rules and Regulation on the Conduct of
Initiation Rites**

SECTION 1. Coverage. These Rules shall apply to all fraternities, sororities, and other student organizations, including but not limited to, academic social science, academic humanities, academic science and technology, entrepreneurial business, house councils, political, regional, religious, special interest, sports and recreation, and socio-civic organizations, the Citizens Military Training (CMT), Citizens Army Training (CAT), whether or not officially recognized by the University.

SECTION 2. Hazing defined. Hazing is an initiation rite or practice conducted 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 situation, such as forcing him/her to do menial, silly, foolish and similar tasks or activities or otherwise subjecting him/her to a physical or psychological suffering or injury.

SECTION 3. Notice. No initiation rites, in any form, or manner, shall, be conducted by any fraternity, sorority or any student organization with out a prior written notice to the Office of the Vice-Chancellor for Student Affairs, through the Office of the Student Activities (OSA), at least seven (7) days before the conduct of the said initiation.

Section 4. Contents of Notice. The notice shall be in writing, addressed to the Office of Student Affairs, signed by the head and other concerned officers of the organization, noted by the faculty adviser, noted by the dean or college secretary if the Fraternity, sorority or student organization is college based, and shall state the following:

- A. The period of the initiation activities which shall not exceed three (3) days;
- B. The name of the recruits, neophytes, or persons to be subjected to such activities;
- C. The date and times of initiation activities;
- D. The place of the initiation activities which shall be in the designated area within UP Visayas Campus;

- E. An undertaking that no physical or psychological violence shall be employed by anybody during such initiation rite; and
- F. The names, courses and residences of the present set of officers of the fraternity, sorority or student organization.

SECTION 5. Action by the OSA Coordinator. The OSA Coordinator shall, upon receipt of the notice, verify the sufficiency of the same. If the notice is sufficient in form and substance, he/she shall so inform the concerned fraternity, sorority or student organization of this fact and he/she shall recommend to the Vice-Chancellor for Student Affairs at least two representatives who shall be present during the initiation. Otherwise, he/she shall inform the organization of the defects in the notice for their correction. A defective notice shall not be deemed compliance with Sections 3 and 4 hereof. The Coordinator and the Vice Chancellor for Student Affairs shall act on the notice within three (3) working days after receipt.

SECTION 6. Duration of initiation. The period of initiation activities shall not exceed three (3) days. No initiation activity, whatever it is called, shall be conducted outside the three-day period.

SECTION 7. Place of initiation. The Vice Chancellor for Student Affairs shall designate the place or places within U.P. Visayas Campus where fraternities, sororities and other student organizations could conduct initiation activities.

SECTION 8. School representatives. The Vice Chancellor for Student Affairs, upon the recommendation of the OSA Coordinator, shall assign the adviser and co-adviser of the organization, fraternity or sorority, as school representatives who shall be present during the initiation activities. It shall be the representatives' duty and responsibility to prevent the infliction of physical harm of any kind upon a recruit, neophyte, or applicant. After the initiation activities, the representatives so designated shall separately submit a report to the Vice Chancellor for Student Affairs as to what transpired.

**RULE II
Actionable Misconduct and Penalties**

SECTION 9. Hazing resulting in injuries, penalized. Members and officers of fraternities and other student organizations and students who engage in hazing which result in the following shall be penalized under the Revised Rules and Regulations Governing Fraternities, Sororities and other Student Organizations, as approved at the 109th BOR Meeting on October 2, 1995 (the "Revised Rules and Regulations"):

- A. Death, rape, sodomy, or mutilation;
- B. Insanity, imbecility, impotence, or blindness;
- C. Loss of the use of speech or the power to hear or to smell, loss of an eye, a hand, a foot, an arm or a leg, or loss of the use of any such member, or incapacity for the activity or work in which he/she was habitually engaged;
- D. Deformity, or loss of any part of his/her body, or loss of the use thereof, or illness or incapacity for the performance of the activity or work in which he/she was habitually engaged for a period of more than ninety (90) days;
- E. Illness or incapacity for the performance of the activity or work in which he/she was habitually

- F. engaged for more than thirty (30) days; illness or incapacity for the performance of the activity or work in which he/she was habitually engaged for ten (10) days or more, or that the injury sustained shall require medical attendance for the same period;
- G. illness or incapacity for the performance of the activity or work in which he/she was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical attendance for the same period;
- H. Physical injuries which did not prevent the victim from engaging in his/her habitual activity or work nor required medical attendance; the following shall constitute aggravating circumstances:
 - a) When the recruitment is accompanied by force, violence, threat, intimidation, or deceit on the person of the recruit who refuses to join;
 - b) When the recruit, neophyte or applicants consents to join but upon learning that hazing will be committed on his/her person is prevented from quitting;
 - c) When the recruit, neophyte or applicant, having undergone hazing, is prevented from reporting the unlawful act to his/her parents or guardians, to the proper authorities, or the police authorities, through force, violence threat or intimidation;
 - d) When the hazing is committed outside of the school or institution; or
 - e) When the victim is below twelve (12) years of age at the time of hazing.

Without prejudice to the provisions of the Revised Rules and Regulations, liability, as principal, shall be incurred, among others, by the officers and members and by any other student:

- a) who actually participated in the hazing;
- b) who planned the hazing, although were not present at the hazing;
- c) who induced the neophyte to be present at the hazing;
- d) Who were present but did not do anything to prevent the hazing.

The presence of any person during the hazing is prima facie evidence of participation therein, unless he performed acts to prevent the same.

SECTION 10. Other Forms of Misconduct. All the officers of the fraternities, sororities and other duly recognized student organizations shall be subject to disciplinary action for the following acts shall be penalized as follows:

- A. Conducting hazing, or initiation rites, whatever it is called, without submitting the notice required by Sections 3 and 4 hereof; suspension of six (6) months for the first offense and one (1) year for the second and succeeding offenses.
- B. Conducting hazing, or initiation rites, whatever it is called, for a period of more than three (3) days, suspension of six (6) months for the first offense and one (1) year for the second and succeeding offenses.
- C. Conducting hazing, or initiation rites, whatever it is called, in a place other than that designated suspension of six (6) months for the first offense and one (1) year for the second and succeeding offenses.
- D. Conducting hazing, or initiation rites, whatever it is called, in a date and time different from that reported under section 4 (c), suspension of six (6) months for the first offense and one (1) year for the second and succeeding offenses.
- E. Initiating recruits, neophytes, or persons not listed as required by Section 4 (b) hereof, suspension of six (6) months for the first offense and one (1) year for the second and succeeding offenses.
- F. Anyone who, by force, violence, threat, intimidation, deceit, concealment, or misrepresentation, obstructs,

impedes, prevents or prohibits the representatives designated by the Vice Chancellor for Student Affairs from observing the initiation, suspension for six (6) months for the first offense and one (1) year for the second and succeeding offenses.

If the hazing or initiation rite or activity is conducted by fraternities, sororities, or student organizations not duly recognized or whose recognition has been withdrawn or suspended, liability shall be incurred by the individuals who conducted such hazing or initiation rite or activity.

The penalty imposed on individual officers and members is without prejudice to any other administrative sanction, such as suspension or withdrawal of recognition that may be imposed on the fraternity, sorority or student organization.

SECTION 11. Appeals. Appeals shall be made in accordance with the provisions of the Revised Rules and Regulations.

SECTION 12. Liability of faculty adviser, faculty members and other U.P. official or employee.

- A. Faculty adviser, co-adviser and any other personnel appointed in their behalf as school representative who fail to perform their duty and responsibility as stated in Section 8 hereof or who fail to take any action to prevent a violation of Section 9 hereof, shall be liable for gross neglect of duty.
- B. Faculty members and other U.P. officials or employees who are present during the hazing, or who consent thereto, or who have actual knowledge thereof, but failed to take any action to prevent the violation of Section 9 shall be liable for gross misconduct.

RULE III

Sundry Provisions

Section 13. Applicability of the Revised Rule and Regulations Governing Fraternities and Other Student Organizations. All provisions of the Revised Rule and Regulations not inconsistent with these Rules shall apply in the prosecution of administrative disciplinary cases against erring members and officers of fraternities, sororities, and other student organizations.

SECTION 14. Continuing Applicability of SDT Rules. All other provision of the SDT Rules - All provisions of the SDT Rules approved by the Board of Regents at its 86th Meeting not inconsistent with these Rules shall continue to apply in the prosecution of administrative disciplinary cases against erring members and officers of fraternities, sororities and other student organizations.

SECTION 15. Existing Summary Powers of University officials. The existing summary powers of the Vice-Chancellor for Student Affairs, heads of Regional Units of UP Diliman, and other disciplining university authorities shall continue to apply, in so far as they are not inconsistent with these rules.

SECTION 16. Existing disciplinary cases. All existing disciplinary cases against members and officers of fraternities, sororities and other student organizations pending before the SDT as of the approval of these Rules shall be investigated pursuant to the SDT Rules so far as they may be favorable to respondents.

Rule IV

Effectivity

SECTION 17. Effectivity. These Rules and Regulations shall take effect upon approval by the BOR and seven (7) days after circularization by the Chancellor of the Autonomous University and publication in the Philippine Collegian.