



Student Discipline

Guidebook 2023

LYCEUM OF THE PHILIPPINES UNIVERSITY

This Student Discipline Guidebook is hereby promulgated after consultation with the AY 2023 Student Discipline Guidebook Committee and approval of its recommended revisions. Any document contrary to the provisions of this handbook is hereby considered null and void.

This Student Discipline Guidebook may be amended upon approval of the undersigned.

JENNIFER D. TUCPI
OIC for Academic Affairs

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Date of Effectivity

HISTORY

Lyceum of the Philippines University prides itself with its long and rich tradition of Academic excellence through the legacy of its founder, Dr. Jose P. Laurel. The only Philippine President to have served in all three branches of the Government, Dr. Laurel was a successful lawyer, legislator, constitutionalist, jurist, writer, scholar, statesman, philosopher, and above all things, an educator.

Dr. Laurel's concern for education was his most abiding passion. A graduate of top educational institutions such as University of the Philippines College of Law, Escuela de Derecho, University of Santo Tomas and Yale University, his credentials as an educator were unassailable. He wrote extensively on education and managed to teach in several educational institutions in Manila, despite his numerous commitments.

During the Second World War, as the leader of the nation during its darkest period in its history, he introduced educational policies that emphasized and upheld national morale and character.

The inspiration to establish a school came to him in the early 1920's while a student at Yale. Three decades later, along with some of his close friends, he turned this dream into a reality. With the aim of becoming a center of academic excellence in the Philippines and the Far East, Lyceum of the Philippines University (as it is now known) formally opened its doors to the public on July 7, 1952.

With his admiration for knowledge and his appreciation of classical thought, Dr. Laurel named the school Lyceum of the Philippines after Lykeios, the site in ancient Athens where the great Philosopher Aristotle nurtured the minds of his protegees. The school's motto, "Veritas et Fortitudo", "Pro Deo et Patria", reflects Dr. Laurel's belief in the value of learning and character formation for God and country. Unfortunately, Dr. Laurel unexpectedly died in 1959.

On his third son Sotero, who was then in the practice of law, fell the mantle of responsibility of running the school. He was the natural choice as, in years earlier, it was Senator Sotero who helped his father organize LPU and acted as the first executive secretary to his father.

For the next forty-three years, it was this chosen son, Sotero, who nurtured the school and made it grow beyond Manila into the provinces.

In 1966, he founded the Lyceum of the Philippines University-Batangas followed by Lyceum of the Philippines-Laguna in 2000. Both campuses are now headed by Senator Laurel's fourth son, Dr. Peter P. Laurel.

In 2008, another campus in Cavite was established to bring the total number of LPU campuses to five with a grand total enrollment of approximately 37,000 students, about 15,000 of whom are enrolled in various hospitality courses. Senator Laurel's eldest son, Atty. Roberto P. Laurel, heads the Manila, Makati and Cavite campuses.

VISION

An internationally accredited university dedicated to innovation and excellence in the service of God and country.

MISSION

Lyceum of the Philippines University, espousing the ideals of Jose P. Laurel is committed to the following mission:

1. Advance and preserve knowledge by undertaking research and disseminating and utilizing the results. - **RESEARCH**
2. Provide equitable access to learning through relevant, innovative, industry-based and environment-conscious programs and services in the context of nationalism and internationalism. - **INSTRUCTION and QUALITY SERVICES**
3. Provide necessary knowledge and skills to meet entrepreneurial development and the managerial requirements of the industry. - **INSTRUCTION**
4. Establish local and international linkages that will be the source of learning and growth of the members of the academic community. - **INSTRUCTION and INSTITUTIONAL DEVELOPMENT**
5. Support a sustainable community extension program and be a catalyst for social transformation and custodian of Filipino culture and heritage. - **COMMUNITY EXTENSION**
6. Build a community of God-centered, nationalistic, environment-conscious and globally-competitive professionals with wholesome values and attitudes. - **PROFESSIONALISM and VALUES**

EDUCATIONAL PHILOSOPHY

Lyceum of the Philippines University, an institution of higher learning, inspired by the ideals of Philippine President Jose P. Laurel, is committed to the advancement of his philosophy and values: “Veritas et Fortitudo” (truth and fortitude) and “Pro Deo et Patria” (for God and Country).

CORE VALUES

L - Love of God
P - Professional Integrity
U – Unity
N – Nationalism
J - Justice
P – Perseverance
L - Leadership

QUALITY POLICY

Lyceum of the Philippines University is committed to provide **QUALITY, EFFICIENT and EFFECTIVE SERVICE** to the University stakeholders through a dynamic and excellent management system imbued with values and professionalism.

QUALITY OBJECTIVES

In implementing the quality policy, Lyceum of the Philippines University shall:

1. Identify the needs and wants of the University stakeholders.
2. Attain organizational efficiency and effectiveness.
3. Develop and improve competencies of human resource.
4. Disseminate information efficiently to all stakeholders.
5. Ensure functional and efficient management systems.
6. Provide adequate resources and facilities.

7. Improve quality services continuously through a responsive feedback mechanism.

LPU STATEMENT OF STUDENT ACADEMIC RESPONSIBILITY

Lyceum of the Philippines University is committed to the development of a complete and lasting educational experience for its students, which promotes the fundamental University core values of Love of God, Professional Integrity, Unity, Nationalism, Justice, Perseverance, and Leadership (LPUNJPL). Consequently, this Statement on Student Academic Responsibility addresses some principles of student conduct and behavior expected of responsible, competent, and ethical graduates. Observing these fundamental guidelines will result in responsible and ethical LPU graduates.

CLASSROOM DECORUM

It is expected that students will demonstrate a professional attitude towards quality learning throughout their course of study. With respect to classroom decorum, students should support and promote the creation of a positive and an excellent learning environment. To reach this desired learning environment, LPU students are expected to be responsible participants and are required to:

- attend all classes (except for sickness, personal or family tragedy or formal excuses);
- come to class on time;
- stand and greet the teachers as they enter the classroom;
- recite the LPU Opening Prayer and LPU Closing Prayer;
- maintain the cleanliness and orderliness of the classroom (practice 5S);
- come to class prepared by having fully completed assignments;
- actively engage in the classroom experience;
- treat the class as a professional experience;
- dress in appropriate attire;
- respect the views of other students;
- respect the professor's prerogative to establish reasonable class standards;
- observe good manners and right conduct inside the campus (show courtesy, greet all teachers and other officials, no public display of affection, self-discipline, etc.).

LPU students must also refrain from any behavior which might interfere with the instructor's ability to conduct the class or disrupt the ability of other students to learn.

Likewise, students must observe the following inside the classroom:

- avoid the inappropriate use of electronic devices;
- abstain from eating without permission;
- refrain from unnecessary conversation during class; and
- resist the urge to leave class without cause.

LPU students must realize that their individual attitude contributes significantly to the collective learning in the classroom. We expect LPU students to internalize a classroom culture that fosters an intellectual and professional learning environment.

We remind that LPU students abide by the policies set forth in LPU documents and therefore, accept the personal responsibility needed to become skilled professionals, reasonable community leaders, and proud graduates.

N.B. The Student Discipline Guidebook focuses on student decorum and discipline inside the LPU-Manila campus. Provisions are reviewed, revised and approved by the Student Handbook Committee.

STUDENT DISCIPLINE GUIDEBOOK

1. Student Discipline

The Student Affairs Office, in its objective to develop good moral character and personal discipline among LPU students, enforces discipline by consistently implementing the provisions in the Student Handbook. Promotion of discipline is a duty shared by all members of the LPU community.

Disciplinary sanction is implemented to correct misbehavior, reform students, and not to penalize them. All the discipline initiatives are geared toward the attainment of its ultimate goal --- to develop LPU Students to become responsible, law abiding and productive citizens.

1.1. Administrative Due Process

A student charged with violating school rules and regulations is entitled to administrative due process.

- 1.1.1. For **LESS SERIOUS**, The College Dean or the duly designated Discipline Officer is authorized to receive the evidence and, on the basis, thereof, render their decision, which is final and executory.
- 1.1.2. For **SERIOUS** offenses, the Assistant Dean of Student Affairs or, in the absence, the duly designated hearing officer, is authorized to receive the evidence and on the basis thereof, render the decision following the due process (4.1.5) which is final and executory except when a penalty of suspension imposed is more than five (5) days, in which case such decision shall require the concurrence of the Vice President for Academic Affairs (VPAA).
- 1.1.3. For **VERY SERIOUS** offenses, the Board of Discipline shall hear and try the case and impose the sanctions provided herein. The Board shall endeavor to render its decision by a majority vote. Its decision shall be final and executory, except when a penalty of non-readmission, exclusion or expulsion is imposed, in which case such decision shall be reviewed by the University Discipline Committee.

1.2. Board of Discipline

The Board of Discipline is composed of the following:

a. For College Cases (wherein both parties are from the same college)

Chairman – College Dean

Members – College Secretary

Two (2) Faculty Members

College Student Council President or Vice President

b. For University Cases (wherein parties are from different colleges)

Chairman – Person appointed by the Dean of Student Affairs

Members – Assistant Dean of the Student Affairs Office

College Secretaries

LYCESGO President or Vice President

1.3. Classification of Offenses and Corresponding Sanction.

Offenses may also be classified according to the presence of mitigating or aggravating circumstances as determined by the Hearing Officer. **LESS SERIOUS** and **SERIOUS** offenses shall fall under the jurisdiction of the Student Affairs Office.

1.3.1. List of Less Serious Offenses

Offense	Applicability		Occurrence / Sanction		
	Online	Onsite	1 st Offense	2 nd Offense	3 rd Offense
1. Failure or refusal to wear the ID and/ or uniform properly within the university premises.		√	Verbal Warning	Written Warning	One- day suspension/ community service
2. Wearing inappropriate campus attire such as mini-skirts that are more than two inches above the knee, plunging necklines, backless, hanging shirts, pants that are more than two inches below the hip line, flimsy and skin-tight outfits, halter tops, slippers, bull caps, and any other outlandish	√	√	Verbal Warning	Written Warning	One- day suspension/ community service

/bizarre/eccentric fashions such as: <ul style="list-style-type: none"> • Wearing earrings in the nose, lips, tongue, navel, and eyebrows; • Multiple earrings (male and female THM students only); • Unkempt / Emo hairstyles for THM students (hairstyles characterized by black hair with random splurges of bright and colored highlights or asymmetrical lines and different background hair). Long hair not tied neatly at the back (for males); • Colored/dyed hair with extreme/vulgar colors (for THM students only); • T-shirts with indecent lettering and pictures; • T-shirts, jacket and lanyards with logos of other schools; • T-shirts with fraternity/ sorority logos; and • Extreme and vulgar tattered/torn jeans and pants. <p>Saturdays allow for the wearing of shorts that are no more than two inches above the knee (for CAS, CBA, CIR, COT and SHS students).</p>					
3. Shouting, howling, conducting boisterous conversation, and creating disruptive noise that may disturb ongoing classes.	√	√	Verbal Warning	Written Warning	One-day suspension/ community service

4. Loitering and running along the corridors while classes are going on.		√	Verbal Warning	Written Warning	One-day suspension/ community service
5. Failure to observe proper decorum inside the chapel.		√	Verbal Warning	Written Warning	One-day suspension/ community service
6. Littering and contributing to any form of disorder within the classroom and university premises. Any trash found within a radius of three (3) feet from a student is considered their trash, and the student is held answerable for it.		√	Verbal Warning	Written Warning	One-day suspension/ community service
7. Violation of 5S rules and regulations.		√	Verbal Warning	Written Warning	One-day suspension/ community service
8. Use of cellular phones and other electronic gadgets during classes for other purposes.	√	√	Verbal Warning	Written Warning	One-day suspension/ community service
9. Unauthorized distribution or posting within school premises of leaflets, handbills or other printed material whose authorship is not clearly stated therein.		√	Written Warning	One-day suspension/ community service	Three-day suspension/ community service
10. Room-to-room and/or virtual campaign for whatever purpose without prior approval from the Student Affairs Office.	√	√	Written Warning	One-day suspension/ community service	Three-day suspension/ community service
11. Using foul or vulgar language.	√	√	Written Warning	One-day suspension/ community service	Three-day suspension/ community service
12. Violation of the policy on the use of the lockers e.g. sharing of lockers.		√	Written Warning	One-day suspension/ community service	Three-day suspension/ community service
13. Quarreling and engaging in shouting matches without	√	√	Written Warning	One-day suspension/ community service	Three-day suspension/ community service

physical contact within and outside the campus.					
14. Other offenses deemed less serious by the Student Affairs Office.	√	√	Verbal Warning	Written Warning	One-day suspension/ community service

1.3.2. List of Serious Offenses

Offense	Applicability		Sanctions		
	Online	Onsite			
1. Fourth and succeeding violations of policies on proper wearing of ID and student uniform/LPU shirt and inappropriate campus attire when not in school uniform.		√	Three-day suspension / community service	Five-day suspension/ community service	Ten-day suspension/ community service
2. Overt behavior untypical of one's gender (biological sex) such as cross dressing e.g. for males: wearing of make- up and female accessories, and use of non-designated restrooms.		√	Three-day suspension / community service	Five-day suspension / community service	Ten-day suspension/ community service
3. Possession and/or smoking including e-cigarette within the University premises and/or during virtual classes.	√	√	Five-day suspension / community service	Ten-day suspension / community service	Non-readmission
4. Spitting on walls and floors.		√	Three-day suspension / community service	Five-day suspension / community service	Ten-day suspension/ community service
5. Throwing any waste matters such as used sanitary napkins that cause the clogging of toilet bowls, urinals, lavatories, and drainage outlets.		√	Three-day suspension / community service	Five-day suspension / community service	Ten-day suspension/ community service
6. Dishonesty and/or acts of disrespect in word or in deed	√	√	Five-day suspension /	Ten-day suspension /	Non-readmission

directed at any member of academic community.			community service	community service	
7. All forms of bullying e.g. cyber bullying.	√	√	Five-day suspension / community service	Ten-day suspension / community service	Non-readmission
8. Acts of vandalism such as the defacing of walls, bulletin boards, paintings, doors, desks, tables, chairs, tearing of books, notices or circulars, destroying plants/ picking of flowers, destruction of television, windowpanes, toilet bowls, fans, laboratory equipment, water fountains, air-conditioners, clocks, improper use of turnstile, and other school equipment or furnishings.		√	Five-day Suspension / community service and replacement / restoration of vandalized/ damaged items.	Ten-day suspension / community service and replacement/ restoration of vandalized / damaged items.	Non-readmission and replacement / restoration of vandalized/ damaged items.
9. Lending or borrowing of IDs, Enrolment Assessment Form and/or official certificates or documents.	√	√	Five-day suspension/ Community service	Ten-day suspension / Community service	Non-readmission
10. Allowing or abetting acts of impersonation and/or misrepresentation for the purpose of entering school premises, enrolling, securing permits, taking examinations and the like.	√	√	Five-day suspension / Community service	Ten-day suspension / Community service	Non-readmission
11. Gambling, playing cards, and maintaining or participating in any game of chance inside the university premises and/or during virtual class.	√	√	Five-day suspension / community service	Ten-day suspension / Community service	Non-readmission

12. Unauthorized use of the name and logo of the Lyceum of the Philippines University.	✓	✓	Ten-day suspension / Community service	Non-readmission	
13. Use of university premises and/or facilities without prior permit.		✓	Ten-day suspension / Community service	Non-readmission	
14. Running away from a person in authority to avoid apprehension.		✓	Five-day suspension / community service	Ten-day suspension / Community service	Non-readmission
15. Attending classes without having duly enrolled therein or not completing registration by missing the procedure on assessment of fees and/or other procedures during enrollment.	✓	✓	Five-day suspension / community service	Ten-day suspension / Community service	Non-readmission
16. Transferring to a different class without an approved transfer form or dean's approval.	✓	✓	Five-day suspension / community service	Ten-day suspension / Community service	Non-readmission
17. Unauthorized bringing in, possession or drinking of liquor or alcoholic beverages inside the University premises.		✓	Ten-day suspension / Community service	Non-readmission	
18. Entering the school premises while intoxicated		✓	Ten-day suspension / Community service	Non-readmission	
19. Cheating in any form during an examination, test or written reports including reactions papers, case analysis, experiments or assignments required. The act of cheating includes but is not limited to the following:	✓	✓	Three-day suspension / community service and a grade of 50% for the examination / test taken	Five-day suspension / community service and a grade of 50% for the examination /test taken	Ten-day suspension/ community service and a failed final grade

<ul style="list-style-type: none"> • Unauthorized possession of notes or any materials relative to the examination or test whether the student actually uses them or not. • Copying or allowing another to copy from one's examination paper. In the latter case, both parties are liable • Glancing or looking another student's examination paper, or allowing another student to glance or look at their examination paper • Communicating with another student or any person in any form during an examination or test without permission from the teacher or proctor. This includes leaking examination questions to another student • Having somebody else take an examination or test or report for one's self. If both parties are students both are liable 					
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20. Plagiarism and other forms of academic dishonesty.	√	√	Ten-day suspension / community service and a grade of 40%, failing grades or re-enrollment of the subject		
21. Student computer offenses shall include but are not limited to the following: <ul style="list-style-type: none"> • Unauthorized use of LPU's computers and / or peripheral systems and networks. • Unauthorized access to LPU's computer programs or files • Unauthorized alteration or duplication of LPU's computer programs or files • Unauthorized uses include but are not limited to the following: <ul style="list-style-type: none"> • Computer games including games in cell phones/iPad which are not assigned course work • Entering or transmitting of commercial advertisements or solicitations • Entering or transmitting 	√	√	Five-day suspension/ community service	Ten-day suspension /community service	Non-readmission

<ul style="list-style-type: none"> of political campaign material relating to elections to be held outside the school • Sharing one's computer account with others or using another person's account; • Connecting any device to the network without permission • Copying, modifying, replacing, deleting any other user's account or any software used to system management • Harming LPU's computer equipment • Failure to return borrowed multi-media equipment 	√	√			
22. Violation of library rules and regulations as stated in the Library Conduct Policy	√	√	Verbal Warning	Three-day suspension / community service	Five-day to Ten-day suspension / community service depending on the gravity of the offense

23. Public displays of affection within the university premises such as kissing, petting, necking and the like which scandalize or tend to offend the sensibilities of members of the academic community.		√	Three-day suspension / community service	Ten-day suspension / community service	Fifteen-day Suspension / community service
24. Offenses incurred while wearing the LPU uniform: <ul style="list-style-type: none"> • Smoking and drinking liquor within (50) meters the campus. • Going to movie houses, arcades, nightspots, billiard halls, bars and the likes. 		√	Ten-day suspension / community service	Non-readmission	
25. Solicitation of money, donations, contributions in cash or kind without the prior approval of the proper authority. <ul style="list-style-type: none"> • Misappropriation or failure to account for funds belonging to the school or to any recognized organization 	√	√	Ten -day suspension/ community service	Exclusion	
26. Gross disobedience, disrespect for any personnel or disregard of the lawful authority of any faculty member or school official.	√	√	Ten-day suspension / community service	Exclusion	
27. Leading or otherwise taking part in any concerted activity which disrupts school functions or adversely affects classroom instructions, such as	√	√	Ten-day suspension / community service	Non-readmission	

causing false alarms; banging on doors, walls, tables, desks or chairs.					
28. Other Offenses as deemed serious by the Student Affairs Office.	√	√	Three-day suspension / community service	Five-day suspension / community service	

1.2.3 List of Very Serious Offenses

Offense	Applicability		Occurrence / Sanction		
	Online	Onsite			
1. Student computer offenses shall include but are not limited to the following: <ul style="list-style-type: none"> • Viewing, copying or transmitting of obscene material • Violation of copyright laws or using or copying software in ways that violate the terms of the license • Creation or transmitting computer viruses or any form of intentionally destructive program • Intentional disruption of network services 	√	√	Exclusion		
2. Extortion or blackmail, whether or the purpose or objective accomplished.	√	√	Exclusion		
3. Tampering of university records and official papers or documents. These include forging, destroying, falsifying school records and	√	√	Exclusion		

knowingly using tampered or falsified documents.					
4. Threatening school officials, faculty members and personnel and/or fellow students in any manner that prevent them from performing their duties or exercising their rights.	√	√	Exclusion		
5. Indecent exposure, gross immorality and other scandalous acts such as perverted behavior, display and distribution of pornographic materials and the like.	√	√	Exclusion		
6. Assaulting, challenging or committing physical abuse, harassment, or similar acts against persons in authority faculty members, personnel and fellow students or threatening company of the aforementioned acts.	√	√	Exclusion		
7. Involvement in brawls within or outside the school premises that affect the name of the university.		√	Exclusion		
8. Instigating, inciting, provoking, leading or taking part (actively or passively) in illegal and/or violent demonstrations or activities.	√	√	Exclusion		
9. Recruitment/ membership in a fraternity/sorority or any student organization not recognized by the Lyceum of the Philippines University.	√	√	Exclusion		

10. Any deliberate action to disrupt the operation of LPU's computer systems which serve other members of the LPU's community, including all networks to which LPU's computers are connected.	√	√	Exclusion		
11. Use of LPU's computer systems and networks for committing crimes, violating civil laws, spamming, hacking or violating rules.	√	√	Exclusion		
12. Possession of explosive, firearms, knives or deadly weapons of any kind within the university premises.		√	Exclusion		
13. Detonating explosives or fireworks within the university premises and immediate vicinity.	√	√	Exclusion		
14. Theft, stealing, robbery, and acts of malicious mischief involving school property or that of the members of the academic community, including guests and callers.	√	√	Exclusion		
15. Possession, using and/or selling of prohibited drugs.	√	√	Exclusion		
16. Conviction by a court of law of a crime involving moral turpitude.		√	Exclusion		
17. Hazing or subjecting a person to physical or mental injury for the purpose of admission and/or maintenance of membership in any organization, whether	√	√	Exclusion		

recognized or unrecognized. Members who are present and aware of the time of its commission shall also be held liable, regardless of whether they participate in it or not. Officers of such organizations shall be equally liable regardless of whether they are present at the hazing or not.					
18. Acts of treachery and sabotage including arson, tampering with electric connections, switches, generators, elevators, motors, air-conditioners and fire-alarm systems.		√	Exclusion		
19. Acts of grave misconduct.	√	√	Exclusion		
20. Sexual harassment/sexual assault (student on student) or other forms of harassment aimed at others or otherwise threatening others.	√	√	Exclusion		
21. Other Offenses as deemed very serious by the Student Affairs Office.	√	√	Non-readmission		

1.4. Preventive Suspension

This involves the temporary exclusion of a student from the school premises or any part thereof for the purpose of avoiding or minimizing imminent or continuing danger to the whole or part of the academic community.

1.4.1. Preventive Suspension from Classroom/Virtual Classroom

1.4.1.1. A faculty member may dismiss a student for the duration of the class hour for unruly

behavior or acts disruptive of classroom instruction.

- 1.4.1.2.** A faculty member may, with the approval of the Dean, summarily dismiss and mark absent a student from their class for a maximum of three class hours if, in their opinion, there is imminent or continuing danger of disruptions arising from the student's continued presence. In such a case, the written approval of the Dean of the College is required. Preventive suspension beyond three class hours requires the approval of the Vice-President for Academic Affairs.

1.4.2. Preventive Suspension from School Premises

- 1.4.2.1.** A student who poses an imminent or continuing threat to school safety may be temporarily barred from the school premises by the Dean of Student Affairs, upon the recommendation of the Chief of Security, with the concurrence of the College Dean, for a maximum period of three class days during the regular semester or two class days during the special term. Suspension beyond this period requires the approval of the Vice-President for Academic Affairs.
- 1.4.2.2.** The period of preventive suspension shall be deducted from any penalty of suspension that may later be imposed on the student.
- 1.4.2.3.** In the event of a finding of innocence in a subsequent hearing, the absence incurred during the period of preventive suspension shall not be counted against the student and shall not hinder them from taking any missed examinations.

1.5. Disciplinary Sanctions

Disciplinary sanctions shall be imposed for the commission of any offense defined in this Handbook or offenses similar

thereto. Such sanction may take the form of: *Warning, Reprimand, or Censure*

These sanctions are meted out in writing (in the case of serious offenses) or by verbally admonishing the erring student/s that the repetition of the offense shall subject them to a more serious disciplinary measure.

1.5.1. Community Service/Service Learning.

This sanction requires the student to render a designated number of days as specified service to the university/community. Student is assigned to serve as student assistant in various units/departments in the campus or online activities.

1.5.2. Disciplinary Probation.

This is a means to make the student aware that their behavior must be corrected within a specified period or sanction will follow. If significant progress is made the probation is lifted; otherwise, a more serious disciplinary sanction like suspension for a semester to non-readmission may be invoked.

Students who accumulate less serious offenses or commit serious offenses with more than 10 pending/unserved suspension/community service shall be put on a probationary status (i.e., cannot enroll full load) until the succeeding semester for them to serve completely their prescribed sanctions. Failure to comply shall subject the student to a more serious disciplinary sanctions such as suspension for a semester and non-readmission. During the probation period, the student shall not commit any new violations.

1.5.3. Suspension.

This involves barring a student from a particular class or from the school for a prescribed period. Suspension for more than five days will require the approval of the Vice-President for Academic Affairs. Suspension is considered as absence voluntarily incurred.

1.5.4. Non-Readmission.

This measure allows the erring student/s to finish the semester but thereafter excludes them from enrolling in the school. This shall be meted out when a student

commits a major offense and upon recommendation by the Board of Discipline.

1.5.5. Exclusion.

A penalty that allows the school to immediately exclude or drop the name of an undesirable student/s from the school rolls and issue them transfer credentials. This measure shall be meted out only against a student who is guilty of a very serious offense and when the circumstances of extreme urgency necessitate their immediate exclusion.

1.5.6. Expulsion.

An extreme penalty on erring student/s consisting of their exclusion for admission to any public or private school in the Philippines; prior approval of the Commission on Higher Education (CHED) is a requirement.

Violation of the conditions of the sanctions/penalties imposed shall subject students to other penalties such as; but not limited to; community service, non-issuance of good moral certificate, and attendance to value formation activities depending upon the gravity of the offense; alone or in addition to the foregoing sanctions.

For students with pending/unserved disciplinary sanction, a certificate of Good Moral Character shall be released only upon completion of the given sanction.

1.6. Procedural Guidelines on Handling Disciplinary Cases

1.6.1. Disciplinary actions shall be imposed only after due process has been observed.

1.6.2. Any administrative action filed against a student must comply with the minimum standards of due process prescribed as stated under Section 105 of CHED Memorandum Order No.40, s. 2017.

1.6.2.1. the student must be informed in writing of the nature and cause of any accusation against him and required to answer the accusation in writing. If the student is a minor, the parent or the

guardian shall be furnished with a copy of show cause letter;

- 1.6.2.2.** if the student denies the accusation or alleges some fact or matter in justification or mitigation of the offense, the institution shall form a fact-finding committee to hear and receive evidence;
 - 1.6.2.3.** in all stages of the proceedings, the student shall have the right to assistance of a counsel of their own choice;
 - 1.6.2.4.** the student shall have the right to listen to, and examine the evidence presented against him, to ask clarificatory questions through the fact-finding committee, and to present evidence on their behalf;
 - 1.6.2.5.** the fact-finding committee must consider the pieces of evidence presented, and receive the proceedings;
 - 1.6.2.6.** the student shall be informed in writing of the decision promulgated in their case; and,
 - 1.6.2.7.** if the student is found culpable for the offense charged, the punishment imposed shall be commensurate with the nature and gravity of the offense.
- 1.6.3.** All observed cases of violations/offenses should be immediately and directly reported by security officers and all members of the LPU community to the Student Affairs Office (SAO) within 48 hours from the time the violation is committed. Identification cards of the involved students together with the written report and relevant documents shall be submitted for safekeeping until the case is decided.
- 1.6.4.** The Assistant Dean of Student Affairs Office, upon receipt of the violation report and all relevant documents shall assess the gravity of the offense. If there is merit on the case SAO will call for a Case Conference, it is then processed for investigation and recommendation. However, if the case has no merit, the case is dismissed immediately. (The Case Conference, is a form of Mediation under SAO, conducted as a preliminary meeting between the Complainant and Respondent in the presence of their respective College Representative and/or representatives, depending on the nature of the case at hand. If a settlement or agreement has been reached during the conduct of a case conference, the same

shall be considered as Resolved and be declared as Case Closed.).

- 1.6.5.** Less-Serious and acts that disrupts peace and order, shall be under the jurisdiction of the Assistant Dean of the Student affairs or, in their absence, the duly designated hearing officer who shall investigate and resolve the case. Decision rendered by the Assistant Dean or the duly designated officer is final and executory except when a penalty of suspension imposed is more five (5) days, in which case such decision shall require the concurrence of the Vice President for Academic Affairs.
- 1.6.6.** Serious offenses shall be under the jurisdiction of the Board of Discipline who shall investigate and resolve the case. Decision rendered by the Board of Discipline is final and executory except when a penalty of suspension imposed is more five (5) days, in which case such decision shall require the concurrence of the Vice President for Academic Affairs.
- 1.6.7.** Offenses punishable by warning shall be resolved by asking the involved student to submit a written explanation signed by the parent and acknowledge receipt of notice of warning. If respondent is a minor, written explanation must be noted/signed by the parent/guardian.
- 1.6.8.** For Very Serious offenses, grievous and malicious acts that cause dishonor to the reputation and dignity of the student and the university, the Board of Discipline shall hear and try the case and impose the corresponding sanctions. The Board shall endeavor to render its decision by majority vote. Its decision shall be final and executory, except when a penalty of non-readmission, exclusion or expulsion is imposed, in which case such decision shall be reviewed by the University Discipline Committee.
- 1.6.9.** If needed, the security office may be requested to assist in gathering pertinent data or information.
- 1.6.10.** The following guidelines in conducting a hearing shall be strictly followed in Serious and Very Serious cases:
 - a. The BOD shall send a written notice to the respondent and other parties involved at least two days before the date of the hearing.
 - b. The students shall be informed in writing of the nature and cause of the accusation against them. The notice shall contain a statement of specific charges and grounds with an accompanying instruction to file

- their answer within five (5) days or a reasonable period from receipt of the complaint.
- c. Refusal of the respondent to acknowledge receipt of the notice of hearing shall not hamper the proceedings.
 - d. The student shall be advised of the right to be assisted by parent(s)/ guardian or a faculty member during the hearing.
 - e. The student/s shall be informed of the evidence against them.
 - f. The student has the right to adduce evidence in their behalf.
 - g. The evidence shall be duly considered by the BOD and decide on the case.
 - h. The hearing shall consist of three phases: (a) Meeting of the BOD with the complainant; (b) Meeting of the BOD with the respondent; and (c) Meeting of the BOD with the complainant and the respondent.
 - i. In the absence of any of the parties involved, in extreme cases with valid reason their written testimony may be considered.
 - j. During the hearing, the complainant and the respondent shall each present evidence/ witness.
 - k. The proceedings shall be recorded subject to data privacy, non-litigious, fact-finding, and clarificatory.
 - l. After all parties have presented their respective pieces of evidence; the BOD shall proceed to evaluate the pieces of evidence based on their merits.
 - m. Should the respondent/s admit to the charges against them, they shall be required to execute a written admission or confession of guilt and shall be made to appear before the BOD to affirm the admission or confession. Sanctions shall be imposed immediately, but with considerations.
 - n. The BOD shall submit the findings, conclusions and recommendations to the Assistant Dean of Student Affairs making sure that the recommended sanctions are in accordance with the disciplinary measures provided in the Student Handbook within ten (10) working days after termination of investigation.
 - o. Should a respondent find the decision unfavorable, they may file an appeal with the Student Affairs Office within five (5) working days from the receipt of the decision. If an appeal is not filed within the prescribed period, the decision shall be rendered final and executory.

- p. Recommended sanctions shall be acted upon by the Assistant Dean of Student Affairs. If a recommended sanction is a five-day suspension and above, this will require the approval of the VPAA.

1.7. Sanctions on Erring Graduating Students. Graduating students who have committed an offense with unserved sanction of ten- day (10) suspension and above shall not be allowed to join the commencement exercises and shall not be issued the Certificate of Good Moral Character.

1.8. Prescriptive Period. The school has the right to take action against student offenders as long as they remain enrolled therein.

1.9. Government Action Not Prejudiced. Any course of action or penalty authorized by this handbook may be imposed without prejudice to any proceedings to be held under the laws of the Republic of the Philippines.

1.10. Offenses Outside School Premises. The fact that the student commits the offense outside the school premises shall not constitute a defense if the offense involves their status as a student, affects the good name or reputation of the school, or disrupts the regular academic process.

1.11. Provisions Against Sexual Harassment.

1.11.1. LPU is committed to the prevention of sexual harassment of any member of the LPU community.

1.11.2. Sexual harassment refers to any unwanted sexual attention that is explicitly or implicitly made a condition for favorable decisions affecting one's school standing, or which creates an intimidating, hostile or offensive environment in the school.

1.11.3. Cases of sexual harassment are covered by the implementing guidelines of the Anti-Sexual Harassment Act of 1995. An ad hoc committee will conduct the investigation of alleged cases constituting sexual harassment and will recommend any course of action that may be called for by the investigation.

1.12. Academic Grievance Procedure.

- 1.12.1.** An academic grievance is a result of a dispute or conflict in the learning process or in the performance of a student in an academic course.
- 1.12.2.** An academic grievance may be formal or informal (Case Conference). An academic grievance made orally is informal in nature. When the grievance is written, duly signed, and sworn in, it then becomes formal. Only formal academic grievances will be given due course.
- 1.12.3.** The formal complaint against a faculty member can be filed anytime within the semester, but not later than two (2) weeks after the start of the following semester. A complaint must be duly notarized before submission to the Chair of the program. The student-complainant must submit three (3) copies of their complaint; these copies are for the department, faculty concerned and for the student.
- 1.12.4.** A formal student grievance filed against a faculty member will initially go through a preliminary hearing involving the student, faculty concerned, and the Chair of the Department where the faculty belongs. Upon receipt of the complaint, together with all supporting documents, the Department Chair shall require the respondent to answer the complaint in writing within five (5) days from the receipt of complaint. The decision of the Chair is effective immediately. The student-complaint, however, has five (5) days to appeal the decision of the Chair otherwise; they have waived their right to appeal.
- 1.12.5.** The office of the Dean of the College is the venue particular to an appeal regarding an academic grievance. The Dean convenes the College Academic Grievance Committee for the purpose; this is composed of the following: Dean of College where the faculty belongs; a senior member of the College preferably belonging to the same discipline of the faculty concerned; and the President of the LYCESGO or elected College Student Government officer.
- 1.12.6.** The Committee shall conduct at least one (1) hearing before deciding a case. The Committee can call for witnesses, request for documents, and invite resource persons to aid them in the disposition of the case. The Committee should resolve the issue within ten (10) days upon receipt of the appeal.
- 1.12.7.** The decision of the Committee is the decision of the College. However, the student-complainant can appeal

the decision of the College at the Vice President for the Academic Affairs' level within five (5) days from its promulgation. The VPAA either concurs with the decision of the College or returns the case to the College Academic Grievance Committee on the strength of new evidence or possible misinterpretation of any rule or regulation. The decision of the VPAA is final.