

**UNIVERSITY OF THE PHILIPPINES
CEBU**



STUDENT HANDBOOK

Name

Student No.

Course & Year

MESSAGE

Welcome to the University of the Philippines Cebu, Iskolar ng Bayan!

The administration and students are here to help you finish your degree and prepare you to be competitive professionals in your chosen field.

In your journey as a student, we expect you to grow and embrace the challenges and surprises as you achieve your aspirations. The following pages contain helpful information that could guide you to accomplish your goals. Make use of the information in this handbook.

Some questions may surface that may not be answered in the Student Handbook. The Office of Student Affairs, your advisers and other faculty will assist you in many ways and they will be more than happy to answer your queries.

Best wishes for a successful university life in UP Cebu!



ATTY. LIZA D. CORRO
Dean

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SURVIVING IN UP CEBU

Getting admitted to the University of the Philippines is by itself already a big achievement. It means besting thousands of other aspirants from all over the country and forming the top 25% of the Philippine high school graduate population who are able to qualify for a UP education. The process of education however is quite another thing. It calls for grit and stamina not only of the physical kind, but of the intellectual and psychological as well, to weather and survive the special educational culture of the University. This culture revolves around a set of academic rules and regulations, which every well-meaning student needs to be concerned about.

I. OBJECTIVES OF UP CEBU

1. To provide quality education in Central Visayas by turning out graduates who possess the essential attributes of becoming productive and responsible leaders of the community, particularly in management and allied professions.
2. To undertake and encourage scientific research towards explaining social, economic, and political phenomena as well as identifying contemporary issues and developing policy-making skills for regional development.
3. To offer technical assistance to the community and influence organizations towards the pursuit of economic productivity and the promotion of equity thereby enhancing the quality of life in the region.

II. CLASSIFICATION OF STUDENTS

UNDERGRADUATE and GRADUATE students are designated as regular and non-regular.

Regular Undergraduate students follow programs of study and comply with requirements which lead to the bachelor's degree. They carry the full semestral load called for by their respective curricula and registration and classification purposes are divided generally into freshies, sophomores, juniors and seniors.

Regular Graduate students are prospective candidates for the masteral degrees. 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; (3) special students, no credit.

III. ACADEMIC LOAD

An undergraduate student is not allowed to take more than 18 non-laboratory units or 21 units including laboratory work. However, a graduating student with an academic record better than average may be permitted to carry a heavier load in the last semester of his/her course.

Credit Unit

The unit of credit is the semester hour. Classes meet three hours a week; these classes carry 48 clock hours of instruction and three units of credit. Each unit of credit is at least 16 semester-hours of instruction, in the form of lecture, discussion, seminar, tutorial, recitation, film viewing, fieldtrip or other forms of instruction as approved.

IV. TRANSFER STUDENTS

1. From Other Universities and Colleges

Students applying for transfer should submit, at least one month prior to registration, an official transcript from each college attended and a certificate of honorable dismissal together with the application form (UP Form-3). There is no entrance test administered to transfer applicants.

Requirements for admission:

1. A weighted average grade of 2.0, 80%, or B, or better for all the collegiate academic units earned outside of UP;
2. At least 33 units of academic courses (excluding P.E. and NSTP in a non-UP college);
3. He/she will have to complete in the University not less than 50% of the units required for his course;
4. The quota set by the Dean for the College has not been filled up.

A transfer student must pay a non-refundable fee of ₱100.00.

Advanced Credits (Validation)

An admitted undergraduate transfer student must validate all courses he/she is applying for advanced credits at the rate of at least 18 units a semester from the date of admission. His/her admission will be on probation basis until he/she shall have validated or repeated all subjects taken outside UP and which are required for his/her course. The student

will not be allowed to enroll in a subject the pre-requisites of which, taken elsewhere, have not yet been validated or repeated, as the case may be.

Application for advanced credits should be made on the prescribed form to the Dean. Validating tests begin two weeks prior to the first day of registration of the opening of each semester and one week after the last day of registration. There is no fee for validating tests taken during the period. A validating test may be held outside of this period with the consent of the division/department and the approval of the Dean and upon payment of a fee of ₱20.00 per subject.

2. From a Regional Unit to Diliman and Vice-Versa

A student who wishes to transfer from a regional unit to Diliman, or from Diliman to a regional unit, should file an application for transfer at the accepting college together with the true copy of grades. If the action of the accepting college is favorable, the student gets a college clearance which he/she presents to the accepting college together with the permit transfer, a true copy grades, and a certification that he/she is not under contract with UP Cebu.

V. NON-ACADEMIC REQUIREMENTS

1. P.E. Requirements

Basic Physical Education is a pre-requisite for graduation. All students should comply with this requirement during their first and sophomore years. No student will qualify for honorific scholar's status unless he/she complies with this requirement. Eight (8) units of P.E. are required for all undergraduates.

Required Courses:

- P.E. 1 Foundations of Physical fitness which is a required course for all students.
- P.E. 2 Elective Physical Education activities for beginners.
- P.E. 3 Elective Physical Education activities for advanced students.

A student may take any combination for P.E. 2's and P.E. 3's to fill the eight (8) units.

2. National Service Training Program (NSTP)

Coverage

All incoming first year students, male and female, enrolled in any baccalaureate program of the University shall be required to complete one (1) NSTP component of their choice as a graduation requirement.

Program Components

A student can choose from the following components: Reserve Officers Training Corps (ROTC), Literacy Training Service (LTS), and Civic Welfare Training Service (CWTS).

LTS refers to the component designed to teach literacy and numeracy skills to school children, out of school youth and other sectors of society in need of these services.

CWTS refers to the component or activities contributory to general welfare and betterment of life or enhancement of community facilities, especially those devoted to improving health, education, environment, entrepreneurship, safety, recreation and morale of the citizenry and other social services.

The college shall offer ROTC and at least one other component (CWTS for UP) every semester. If there are less than 300 ROTC enrollees, ROTC unit cannot be opened but students can cross enroll.

Duration and Equivalent Course Unit

The chosen NSTP component shall be undertaken for a period of two (2) semesters, with fifty-six (56) training hours and student load credit of 3 units per semester. No student will qualify for honorific scholar's status unless he/she complies this requirement.

Fees and Insurance

₱900 tuition fee per semester and an insurance fee of not more than ₱100.

VI. REGISTRATION

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

Special students (without credits) may register at any time without the payment of fine for late registration, subject to other regulations of the University.

Refunds

Students who have paid their matriculation and who withdraw their registration or are granted honorable dismissal or leave of absence shall be entitled for a refund of their matriculation fees, except entrance and registration fees, in accordance with the approved schedule:

80%	-	within one week from the opening of classes
50%	-	within the second to the fourth week from the opening of classes
No refund	-	after the fourth week

In the case of a student who registers after the opening of classes and withdraws thereafter, the number of days shall be counted from the actual date of registration, and the refund of his/her matriculation fees shall be in accordance with the above schedule.

Laboratory fees will not be refunded after one week from the opening of classes, where voluntary change is made from one course to another. Refund of tuition fee for a subject may be allowed only in the case of forced dropping of the subject.

VII. CROSS REGISTRATION

Within the University

A student who wants to cross-register in Diliman or another regional unit must fill up the application for cross-registration form available at the OCSR. If the request is approved, he/she accomplishes the cross-registration form (UP Form 5-B). The student must pay the registration fee at the UP Cebu Cashier's Office before bringing his/her UP Form 5-B to the UP unit he/she is cross-registering. The total number of credits for which a student may cross-register in a college should not exceed the maximum allowed by the rules on academic load. No additional fee is charged if the total number of units does not exceed 21 units.

From Another Institution

A student registered in another institution and who wishes to cross register in UP must present a permit from his/her Dean or Registrar. The permit should state, in writing, the total number of units for which the student is registered and the subjects that he/she is authorized to take in the University.

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 President. This written authorization is to be recorded by the University Registrar and should specify the subjects authorized.

VIII. WAIVER OF PRE-REQUISITES

Courses approved by the University Council as pre-requisites to others may not be waived. However, in meritorious cases, a student who has previously enrolled and fully attended a course that is a pre-requisite to another may be allowed to enroll and attend the latter course for credit, without having passed or earned credit for the pre-requisite course. This will be acted upon through a Dean's committee that shall decide the merit of the application.

IX. CURRICULAR CHANGES

Substitution of Courses

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

1. When a student 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. Where there is conflict of hours between a require subject and another required subject;
3. When the required subject is not given during the semester the student needs it.

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 in which the subject substituted carries number of units equal to or greater than the units that required subject;
3. Must be recommended by the adviser and by the division chair concerned.

All petitions for substitution must be submitted to the Office of the College Secretary before 12% of the regular class meetings have been held.

No substitution shall be allowed for any subject prescribed in the curriculum in which the student has failed or received a grade of 5.0 except when, in the opinion of the program adviser, the proposed substitute covers substantially the same subject matter as the required subject.

Changing of Classes

All transfers to other classes shall be made for valid reasons. No change of matriculation involving the taking of a new subject shall be allowed after one week of regular class meetings have been held.

Changes in matriculation shall be effected by means of the form for the Change of Matriculation and must be recommended by the adviser and approved by the Dean. The form, after being duly accomplished, shall be submitted to the Registrar through the Office of the College Secretary for assessment and notation.

Dropping of Classes

A student may, with the consent of his/her instructor and the Dean, drop a subject by filling out the prescribed UP Form 26-A before 3/4 of the prescribed hours of the semester has elapsed, and not later. If a subject 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 the dropping as either Passing or Failing solely for administrative guidance.

Dropping fee is ₱10.00 per unit.

X. STUDENT'S IDENTIFICATION CARD

The Student's Identification Card is the student's permit to many facilities of the school like the library, etc. It is also a requirement for securing one's copy of grades and enrollment. It is non-transferable and may not be used by anyone except the owner. Loss of this card needs an Affidavit of Loss notarized by a lawyer and must be reported at once to the OCSR. Request for replacement must likewise be made.

XI. UP NAMING MAHAL

Every student is expected to learn and know how to sing the UP Naming Mahal (see back page), which is sung at all university programs and exercises.

XII. ATTENDANCE

When number of hours lost by absence reaches 20% of the hours of scheduled work in one subject, the student shall be dropped from the 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 dropped; otherwise, he/she shall be given a grade of 5.0.

Time lost by late enrollment shall be considered time lost by absence. Excuses are for 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 period of time from the date of absence.

XIII. LEAVE OF ABSENCE (LOA)

A student who withdraws from the college without the formal leave of absence shall have his/her registration privileges curtailed or entirely withdrawn. Prolonged 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 specifies the period for the leave, which must not exceed one academic year. A college clearance must be accomplished by the student.

Leave of Absence fee - ₱150.00

Fine for Absence Without Official Leave - ₱225.00

If a student withdraws after 3/4 of the total number of hours prescribed for the course has already elapsed, his/her instructor may give a grade of 5.0 if his/her class standing at the time of his/her withdrawal is below 3.0.

XIV. GRADING SYSTEM

The work of the student shall be graded at the end of each term in accordance with the following system:

1.0	Excellent
1.25	Excellent
1.50	Very Good
1.75	Very Good
2.0	Good
2.25	Good
2.50	Satisfactory
2.75	Satisfactory
3.0	Passed
4.0	Conditional Failure
5.0	Failed
INC	Incomplete

Only these grades shall be officially recognized.

A grade of 4.0 may be made up by repetition of the course or by passing a re-examination to be taken within one academic year from the date of the grade of 4.0 has been received. If a student passes the re-examination, he/she is given grade of 3.0, but if he/she fails he/she is given a grade of 5.0. Only one (1) re-examination 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/she fails, the grade of 4.0 that he/she received for the first semester work shall be converted to a grade of 5.0.

The grade INC is given if the student whose class standing throughout the semester is passing but fails to appear for the final examination or fails to complete other requirements of 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 requirements of the course, after which the student shall be given a final grade based on over-all performance.

XV. REMOVAL OF GRADES OF INCOMPLETE OR 4.0

Examinations for the removal of grades of INCOMPLETE or 4.0 may be taken without fee: 1) during the regular examination period, if the subject in which a student failed to take his/her 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 fee of P20.00; 2) during the removal examination period, viz. the period covering ten (10) days preceding the registration in each semester; provided, that the examination for the particular subject is taken at the time that is scheduled; 3) within the ten-day period preceding the Christmas vacation in colleges in which there is no inter-semester vacation; provided the examination is taken at the time it is scheduled.

The period for the removal of grades of INCOMPLETE should not exceed beyond one (1) academic year from the date the grade was received.

XVI. SCHOLASTIC DELINQUENCY

Warning

Any student who gets a final grade below 3.0 in 25% to 49% of the total number of academic units at the end of the semester for which he/she is registered will be placed on a warning status. He/she shall be de-loaded three (3) units out of the total regular load for the succeeding semester.

Probation

At the end of the semester, any student, who obtains final grades below 3.0 in 50% to 74% of the total number of academic units enrolled shall be placed on probation in the succeeding semester with a de-loading of six (6) academic units.

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 of below 3.0 in more than 75% but less than 100% of the total number of academic units in which he/she received final grades shall be dropped from the rolls of the college.
2. Any student on probation who again fails in 50% or more of the total number of units in which he/she received final grades shall be dropped from the rolls of the college.

Permanent Disqualification

Any student who, at the end of the semester, obtains final grades of below 3.0 in 100% of the academic units in which he/she is given final grades shall be permanently barred from re-admission 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 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/her grades of 5.0 shall be counted against him/her for the purpose of the scholarship rule.

XVII. HONORIFIC SCHOLARSHIP

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

University Scholarship

Any undergraduate student who obtains at the end of the semester a weighted average of 1.45 or better is given the honorific scholarship. University scholars are listed in the President's list of scholars.

College Scholarship

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

In addition to the general weighted average (GWA) prescribed, a student must have taken during the previous semester at least 15 units of academic credits or the normal load prescribed (in the case of graduate students not less than 9 units); must be up to date with all the non-academic requirements (P.E. and NSTP) and must have no grade below 3.0 in an academic or non-academic subject.

XVIII. MAXIMUM RESIDENCE RULE

A student must finish the requirement of a course of any college within a period of actual residence equivalent to 1 1/2 times the normal length prescribed for the course (6 years), otherwise he/she shall not be allowed to register further in the college.

XIX. GRADUATION REQUIREMENTS

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

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 except for those subjects that the student is currently enrolled during that semester.

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

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

Students must file formal applications as candidates for graduation in the Office of the College Secretary. A fine is imposed for late application for graduation.

XX. GRADUATION WITH HONORS

Students who completed their courses with the following grade point average shall be graduated with honors:

Cum Laude	1.75
Magna Cum Laude	1.45
Summa Cum Laude	1.20

Provided:

1. All 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 grades.
2. Candidates for graduation with honors must have completed in the University at least 75% of the total number of academic units or hours for graduation and must have been in residence therein for at least two years prior to graduation.
3. In the computation of the final average of candidates for graduation with honors, only resident credits shall be included.
4. Students who are candidates for graduation with honors must have taken during each semester not less than 15 units or the normal load prescribed in the curriculum.

XXI. 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 by-word of which is militancy. The tradition revolves around the idea that thought should transcend the classroom and transform itself into action.

Because of 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 affairs;
- b. Procedural fairness in disciplinary proceedings; and
- c. Participation in the governance of the institution.

The student's 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 student's freedom of expression includes the right

- a. To hold any kind of peaceful demonstration.
- b. To protest against school policies and national or local policies even though not related to the school.
- c. To circulate literature and petitions for signature.

The student's rights 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 a 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 authorized 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.
- i. To appeal the decision to higher school authorities, where allowed and thereafter to the courts.

Student Conduct and Discipline

The UP Cebu expects from its students at all times a high degree of self-discipline and good moral conduct together with a seriousness of purpose in the pursuit of knowledge.

The Rules and Regulations on Student Conduct and Discipline herein listed, are as approved by the Board of Regents at its 876th meeting on September 1976 superseding all previous rules on the subject, and amended at these BOR meetings: 908th, December 7, 1978; 923rd, January 31, 1980; 1017th, December 8, 1988; 1041st, July 4, 1991; 1051st, June 25, 1992; and 1123rd, August 27, 1998.

For the guidance of all concerned, the following rules and regulations on the conduct and discipline of students are hereby promulgated:

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 relation to his studies;
- b. Carrying within University premises any firearm, knife with a blade longer than 2 ½ inches, or any other 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;
- j. Damaging or defacing University property;
- k. Disgraceful or immoral conduct within University premises;

- l. Unlawfully taking of University property;
- m. Any other form of misconduct.

SECTION 3. Rules and Regulations Promulgated by Deans or Directors of Units - Deans or Directors of various units may, after due consultation with the Faculty Student Relations Committee, promulgate rules on conduct and discipline of 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 non-student members shall render full-time service in the tribunal.

Chairman: ₱1,000.00 per hearing not to exceed ₱4,000.00 per case terminated

Members: ₱700.00 per hearing not to exceed ₱2,800.00 per case terminated

Recording Secretary: ₱600.00 per hearing not to exceed ₱2,400.00 per case terminated

The tribunal shall be under the supervision of the Vice-Chancellor for Student Affairs, who shall designate, whenever requested, the student members to sit with the tribunal.

Autonomous units shall set up their own student disciplinary tribunals in accordance with these rules.

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 7. Filing of Charges - A disciplinary proceeding shall be instituted *motu proprio* by the appropriate authority or upon the filing of a written charge specifying the acts of omission 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 entry 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 charge or 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 charge or 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 (2) calendar months.

SECTION 12. Notice of Hearing - All parties concerned shall be notified of the date 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 b after receipt of the decision.

SECTION 20. Action by the President or 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 b after receipt of the appeal.

The Executive Committee shall automatically review and decide all student disciplinary cases in which the penalty of suspension for one (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 cases under review.

The decision of the Executive Committee shall be final and executory after fifteen (15) days from 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 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 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 inspection or copying unless he is involved therein, or unless he has a legal right which cannot be protected or vindicated without access to or copying of such records. Any University official or employee who shall violate the confidential nature of such records shall be subject 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 involving cheating 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 graduation with honors.
- b. Any student found guilty of the misconduct defined in section 2 (b) shall be penalized as follows:
 - 1) For the first offense, suspension for a period not less than fifteen (15) calendar days but not more than thirty (30) calendar days;
 - 2) For the second offense, suspension for a period of not less than thirty 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 the offense shall be suspension for not less than thirty (30) calendar days but not more than one (1) semester; for the second offense, 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 should 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 System (STS) shall be subject to the following guidelines on penalties for STS violations:
 - a If the information withheld involves common appliances, e.g. owned by majority of the population, the recommended penalty is one semester suspension, reimbursement of STS benefits received, plus permanent disqualification from STS and other scholarships.
 - b If the information withheld involves appliances which may be used to indicate capacity to pay, the recommended penalty is one year suspension, reimbursement of STS benefits received and permanent disqualification from STS 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 STS benefits.
 - d If the student is found to have submitted falsified documents, the recommended penalty is expulsion plus reimbursement of STS benefits.
 - e If the student pleads guilty, he should be made to reimburse all STS benefits received 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 years suspension and permanent disqualification from STS 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 the 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 the 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, permanent disqualification from enrollment, 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.
- 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 is 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. Violation of rules and regulations issued by the Dean of the unit in accordance with Section three of these rules;
- b. Misconduct committed in the 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 section shall be in writing, stating the grounds for which disciplinary penalty is imposed. Such decisions shall be final and executory upon the issuance of the order. The penalty imposed shall not exceed suspension for fifteen (15) days exclusive of Sundays and official holidays.

- 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 University premises not falling within the jurisdiction of any college, school or unit or in the course of an official function sponsored by the University or a 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 the Board of Regents;
- b. "Regional unit" 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 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 a 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.

XXII. POLICY ON SEXUAL HARASSMENT

Sexual harassment (as defined in the Policy Guidelines) constitute a ground for administrative disciplinary action under the offense of simple misconduct, disgraceful and immoral conduct, conduct prejudicial to the best interest of the service or grave misconduct.

A student found guilty of simple misconduct involving sexual harassment shall be penalized with a suspension for not less than one (1) calendar day but not more than 30 calendar days; provided that, should the student be found guilty for the third time, the penalty shall be expulsion. Grave misconduct involving sexual harassment shall be punishable by expulsion.

XXIII. UP GENDER AND DEVELOPMENT PROGRAM

UP GDP objectives are anchored on feminist and democratic ideas in support of the economic, political, social, and cultural empowerment of women. They are pursued through three components:

- curriculum development and instruction
- research, publication and dissemination
- extension, advocacy and networking

XXIV. STUDENT SERVICES

A. Library Services

All students need to develop an interest in the library and its facilities. Its services and guidelines are embodied in a library handbook.

B. Health Services

The UP Cebu students receive the following services, aside from the systematic health instruction offered by the school:

1. First aid care to students who suffer from all kinds of wounds, sprains, bruises and other similar illnesses.
2. Immediate and temporary care to students who are suddenly taken ill with fever, stomachache, menstrual cramps, headache, dizziness, fainting and other cases needing immediate attention.

C. Student Affairs & Services

In support to UP Cebu's academic offerings, the Office of Student Affairs (OSA) provides services that respond to various needs of students through the following services:

1. Guidance & Counseling

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 walk-ins.

b. Group Guidance

Weekly group guidance sessions are held for all first year college students and transferees to help them adjust to college life and the academic life in UP and help them in their emotional and psychological growth. All first years and transferees are to register with the OSA for group guidance sessions (12-16 hours per semester).

c. Peer Facilitating Program

The program trains a group of selected students to be Peer Facilitators & function as conduits between the students and the Guidance Services Specialists (GSS's). They work hand in hand with the Guidance Services Specialists in assisting students to cope with the challenges of college life.

2. Psychological Testing

Student Needs Inventory, Mental Ability and Personality Tests are administered to the first year students on a case – to – case basis, while Industrial Testing is administered to the graduating students.

Psychological test results are used as tools in the counseling process. Aptitude and Interest Tests are administered as requested or as the need arises.

External Testing - Provide testing services to requesting companies and industries.

3. Career Guidance, Job Placement and Follow-up

Students are guided in identifying and developing career paths through career symposium, job fair and campus interviews. These are followed up in subsequent counseling sessions. Students are informed of various educational and occupational opportunities.

4. Scholarships and Financial Assistance

The STS (Socialized Tuition System) or “Iskolar ng Bayan” program has four components, namely:

- a. Socialized tuition - grants free tuition, miscellaneous and laboratory fees and/or tuition discounts to financially needy students as determined by the University.
- b. Scholarship - grants subsidies for living, book, lodging and transportation based on both financial need as determined by the University and academic performance (the higher the grades, the higher the subsidies).
- c. Student Assistantship - gives students the opportunity to finance partially their educational expenses by working for the University as student assistants.

- d. Subsidized Education – afforded to every UP student regardless of his/her 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.

Tuition Discounts/ Benefits

Tuition discounts and other financial assistance from STS shall be for one academic year, renewable annually.

<i>Tuition Discount</i>	<i>TUITION</i>		<i>Other Financial Assistance</i>
	<i>Tuition Discount</i>	<i>Tuition in P</i>	
Partial Discount 40%	40%	₱600/unit	
Partial Discount 60%	60%	₱400/unit	
Partial Discount 80%	80%	₱200/unit	
Full Discount	100%	Free Tuition	Free miscellaneous + Free laboratory fees
Full Discount + Stipend	100%	Free Tuition	Free miscellaneous + Free laboratory fees + Monthly Stipend

Incoming Freshmen (student number beginning 2014 and incoming MD and JD students) who will be granted *Full Discount + Stipend* will receive P3,500 monthly allowance for two semesters. Said monthly allowance may be in the form of cash, dormitory privilege, and/or meal coupon.

Upperclassmen (students admitted to the university before 2014) at the same level shall receive ₱2,400 monthly allowance for two semesters.

Aside from the STS and UP System Scholarship, there are other government & private scholarships that can be availed of.

5. Student Organizations & Activities

Student organizations and activities are venues by which students in the University may achieve self-development and growth outside the classrooms. Through the varied groups existing on

campus, students get to discover and actualize talents and potentials in the many activities being held throughout the year. In the UP Cebu, there are different student organizations a student may be involved in depending on the kind of interest one may want to pursue. By membership, these organizations are generally classified as either university-wide (members come from different colleges of the University), or college-based (membership is exclusive to one particular college), or by type, specifically classified as follows:

Special Organizations

a. Student Council (SC)

These are student governments that work to represent the general interest and welfare of the student body. Their pursuits are coursed through a wide range of activities - from cultural programs to symposia and rallies and are, as a whole, geared towards the expressions and resolutions of student concerns and the protection of their rights as constituents of the University.

b. Publications

Like the student council, publications are institutional organizations in the University. They serve as forums by which students express ideas, feelings and opinions in print. The college publication is "Tug-Ani", while the high school publication is "Tambuli".

Academic/Course-based Organizations

As groups of students taking up the same academic courses or belonging to the same academic division, these organizations engage in activities that complement their academic concerns.

Year Level Organizations

The year levels have their respective organizations.

Interest-based Organizations

Members of interest-based organizations share common interests that these organizations advances. These may include sports clubs, hobby organizations and the like.

Regional Organizations

Regional organizations are organizations whose membership

comprise of people who belong to the same ethnicity or come from a similar geographical area.

Cultural Performing Groups

These groups showcase students' special abilities and talents such as acting, singing or dancing. Besides performances on campus, these organizations from time to time also are invited to perform in other places, thus giving their members chances of not only developing their personalities but also in getting to know other places and people. Furthermore, as their contribution to community service, these groups conduct free workshops and seminars on acting for the out-of-school youth, thereby sharing their talents with less privileged peers.

Religious Organizations

Catering to varied spiritual pursuits, religious organizations have increased in number in the University in the past years. Although some of these groups particularly expounded the tenets of one religious sect, many are also going interdenominational. Activities include Bible studies, prayer meetings, symposia on vital religious issues and other projects that the groups may undertake in cooperation with other groups.

Socio-Political/Socio-Civic Organizations

Addressing the many political concerns; these organizations typify the traditional image of a critical and liberated student body. Their many activities include the circulation and publication of leaflets, position papers, symposia, lectures and rallies to articulate their stand on important local and national issues. Some of the organizations classed under this type are the student sectors of some cause-oriented groups.

Socio-Civic Organizations - These organizations render services and projects for the benefit of communities outside the University. Their activities are mostly humanitarian in nature and their membership is one of the biggest in campus.

Fraternities and Sororities

Fraternities and sororities have long been a part of extra curricular life in the University. **FIRST YEAR STUDENTS ARE NOT ALLOWED TO JOIN FRATERNITIES AND SORORITIES.**

XXV. RULES AND REGULATIONS GOVERNING FRATERNITIES, SORORITIES AND OTHER STUDENT ORGANIZATIONS

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 R.A. No. 8094, otherwise known as the "Anti-Hazing Law".

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 fisticuffs with, or physically attacking a member of other fraternities, sororities or other student organizations.
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, fisticuffs 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, pillbox 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 (R.A. 6425, as amended) shall be expelled from the University; provided, however, that stones, baseball bats, nightsticks, rattan sticks or similar wooden instruments, paper cutter, tear gas, scalpels, icepicks and other similar objects capable of causing physical injuries shall be deemed dangerous and deadly if the erring person possesses them in preparation for or immediately before, during or after 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 representative for the purpose 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 for 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 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 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 college first years shall refer to students in the first year of their undergraduate course as well as any college student who has earned not more than 30 units of academic credits in any baccalaureate or certificate 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 the 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 paragraph 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 the 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 when 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 or recognition of the fraternities, sororities and other student organizations, under existing university and college rules and regulations.

XXVI. TEACHING & LEARNING RESOURCE CENTER (TLRC)

The TLRC is an academic center that provides instructional assistance and enrichment programs designed to enable students to meet the demands of a UP education especially in the areas of Communication, Science and Mathematics.

Instructional assistance and enrichment are possible in the following forms:

1. Self-tutorial Modules

Modules in Mathematics (Algebra, Trigonometry, Calculus), Communication, Biology, Chemistry (Gen. Inorganic Chemistry; Organic Chemistry) and Natural Science (I & II) may be availed of at the TLRC during office hours.

Module users have to accomplish the monitoring sheet prior to every module use. Modules for overnight use may be checked out at 4:00 pm and must be promptly returned at 8:00 am the next day. A fine of P50/day or a fraction of a day will be imposed on the late return of modules used overnight. College and TLRC ID's have to be submitted upon checking out of modules.

Lending of modules for overnight use will be suspended during the Final Exams week of every semester.

2. Compact Discs (CD's)

CD's in Mathematics, History, Chemistry, Accounting, Language, Health, Natural Science, Pre-Algebra, Algebra (I, II), Geometry, History, Literature, Geography, Vocabulary, Typing, Trigonometry, Pre-Calculus, Calculus, Statistics, Science Encyclopedia (Life Sciences, Chemistry, Physics and Mathematics) are available at the TLRC Reading Room. Assistance in the use of the CD with the CD ROM and the computer may be requested from the TLRC staff anytime during office hours. Head phones are required for use by all CD users except on occasions where the CD is used by small groups or a class.

3. Computers

Twelve (12) computers are available for student's use. The installed computer programs that are available include Word, Excel, Powerpoint, Query, Pagemaker, Paintbrush, Photodeluxe, Typing Tutor, SPSS and Pascal.

The college ID and the TLRC ID are to be submitted to the TLRC staff prior to any computer use. TLRC ID's are issued semestrially after undergoing an orientation and after perfecting a qualifying exam. A five-peso fee for the TLRC ID has to be paid to the TLRC Clerk and a 1"x1" photo has to be submitted. Issued TLRC ID's are non-transferable and non-replaceable. TLRC ID's for the immediately preceding semester have to be surrendered prior to issuance of a new ID for the current semester. In the case of lost TLRC ID's, a duly notarized Affidavit of Loss is required for submission before an ID may be issued in the semester immediately after the loss.

4. Internet and e-mail

Internet access and e-mail services may be availed of at the TLRC for a fee by the hour or a fraction thereof. The schedule for Internet/e-mail use is the same as that of computer use.

5. Face-to-face tutorials

Either one-on-one tutorials or group tutorials on all academic courses, computer use and internet use may be availed at the TLRC by arrangement. Faculty tutors are available during their consultation hours. Students interested to be peer tutors have to enlist with the TLRC Coordinator.

6. Life Skills Development/Guidance Services

In coordination with the Office of Student Affairs (OSA), the TLRC likewise assists students adjust to the academic environment and provide avenues for personal growth and psychological development.

Copies of the Psychosocial Development modules are also on-hand for individual students use during their convenient time. For matters needing urgent action/assistance, you may approach the TLRC Coordinator or OSA Coordinator or any of the Guidance Services Specialists.

7. Special Skills

Your requests for the use of any TLRC's equipment and facilities have to be made in writing addressed to the TLRC Coordinator. Reservation papers have to be accomplished and filed at least 2 days prior to actual use.

UP NAMING MAHAL

UP naming mahal
Pamantasang hirang
Ang tinig namin
Sana'y inyong dinggin
Malayong lupain
Amin mang marating
Di rin magbabago ang damdamin
Di rin magbabago ang damdamin

Luntian at pula
Sagisag magpakailan man
Ating ipagdiwang
Bulwagan ng dangal
Humayo't itanghal
Giting at tapang
Mabuhay ang pag-asa ng bayan
Mabuhay ang pag-asa ng bayan

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