

## **Section 13**

### **Student Discipline**

Character formation and internalization of Lasallian values are the ultimate objectives of having rules and regulations on proper decorum and social norms inside and outside the University. Student discipline plays a significant role in providing the Lasallian students a world-class educational experience. In line with this, the students are also expected to exercise their rights as they fulfill their obligations and responsibilities inside and outside campus. This is a response to their duty not only as students but also as citizens. To fulfill these goals, the Lasallian student needs to know university discipline structures, policies, rules and regulations as well as procedures and practices. This section intends to meet this need.

#### **13.1 The Discipline Office (DO)**

13.1.1 In general, the DO promotes and supervises student discipline by implementing the provisions in this handbook primarily within University premises as defined in this section and also during University-supervised activities held outside its premises.

13.1.2 The DO is headed by the Director of Discipline who plans, directs and supervises the office operations.

13.1.3 The Director of Discipline is assisted by the Discipline Coordinator, Secretary, respective Section Heads, and Discipline Officers assigned to the following:

13.1.3.1 The Discipline Education Section (DES)

13.1.3.2 The Enforcement Section (ES)

13.1.3.3 The Lost and Found Section (LFS)

13.1.4 The specific functions of the Discipline Office are to:

13.1.4.1 Promote and ensure that the rights of students vis-à-vis the rights of other members of the community are duly observed and respected,

13.1.4.2 Protect the students and promote peace and order in the campus through discipline education,

13.1.4.3 Enforce the pertinent provisions of the Student Handbook,

13.1.4.4 Manage the Lost and Found items of the Lasallian Community,

13.1.4.5 Support and perform the administrative functions of the Student Discipline Board (Board) and the University Panel for Case Conference (UPCC),

13.1.4.6 Attend to applications for student discipline clearances, and

13.1.4.7 Network with other offices and units of the University vis-a-vis student discipline and decorum.

13.1.5 The Discipline Education Section (DES) carries out the Discipline Education, Values Clarification and Development, and Student Support Staff programs of the DO and all activities related to these programs;

administers the non-fraternity contract (NFC) requirement for admission of students; and issues student clearances. Its specific functions are to:

- 13.1.5.1 Initiate, plan, prepare, review and evaluate, as well as revise or change the Discipline Education, Values Clarification and Development, and Student Support Staff and related activities;
  - 13.1.5.2 Implement the Discipline Education, Values Clarification and Development, and Student Support Staff Programs and related activities;
  - 13.1.5.3 Conduct discipline education lectures during Lasallian Personal Effectiveness Program (LPEP) and in other classes;
  - 13.1.5.4 Train student facilitators on discipline education for LPEP;
  - 13.1.5.5 Recruit, train, supervise and evaluate the performance of DO Student Support Staff;
  - 13.1.5.6 Supervise and maintain the discipline bulletin boards;
  - 13.1.5.7 Disseminate student discipline information;
  - 13.1.5.8 Maintain files of student letters, NFC, and other documents related to student discipline, except ordinary office communications and files of discipline cases that are maintained by the secretary;
  - 13.1.5.9 Conduct research related to student discipline;
  - 13.1.5.10 Develop, review and revise materials and modules for DES Programs;
  - 13.1.5.11 In coordination with the Student Council and other University units, conduct research related to student discipline which will be reported to the DO Management Committee; and
  - 13.1.5.12 Prepare and submit required reports.
- 13.1.6 The Enforcement Section (ES) enforces the pertinent provisions of the Sections 1, 4, and 13 of the Student Handbook on general directives, university norms, and student discipline, respectively. Its specific functions are to:
- 13.1.6.1 Maintain peace and order as well as cleanliness in the University;
  - 13.1.6.2 Monitor the conduct of students and student groups on campus;
  - 13.1.6.3 Monitor the activity of students and student groups on campus;
  - 13.1.6.4 Invite students for routine investigation and needed assistance;
  - 13.1.6.5 Investigate discipline complaints;
  - 13.1.6.6 Prepare and send letters to parents or guardians as required;
  - 13.1.6.7 Prepare and submit required reports in discipline cases;
  - 13.1.6.8 Represent the University as complaining-witness in major discipline offense cases;

- 13.1.6.9 Mediate discipline conflicts and similar problems among students and student groups;
  - 13.1.6.10 Assist in maintaining order during enrolment, graduation, and other student activities;
  - 13.1.6.11 Monitor student decorum during NSTP-ROTC training in coordination with the Commandant;
  - 13.1.6.12 Coordinate with the Safety and Security Office (SSO) in the surveillance and apprehension of suspicious-looking characters inside the campus;
  - 13.1.6.13 When requested, bring students to the DO or other offices, if possible, after classes;
  - 13.1.6.14 Deliver discipline-related messages or call slips intended for students;
  - 13.1.6.15 Assist in checking and reporting conditions of facilities and damages or defects noted;
  - 13.1.6.16 Report to the offices or units concerned expired posters, as well as posters, banners, and similar materials posted without the required permit; and
  - 13.1.6.17 Prepare and submit required reports.
- 13.1.7 The Lost and Found Section (LFS) ensures the proper implementation of University policies, rules and regulations related to lost and found items on campus. Its specific functions are to:
- 13.1.7.1 Ensure that lost and found items turned over to the DO are properly acknowledged, recorded and accounted for;
  - 13.1.7.2 Take custody and safeguards lost and found items reported and turned over to DO for a maximum period of ninety (90) calendar days from date of receipt;
  - 13.1.7.3 Ensure that lost and found items reported and turned over to DO are claimed and released to their rightful owners;
  - 13.1.7.4 Ensure the proper turnover to offices and units concerned lost and found items that remain unclaimed after ninety (90) days;
  - 13.1.7.5 Attend to complaints connected with lost and found items;
  - 13.1.7.6 Attend to cases of rampant losses of items and property inside the campus in coordination with the SSO;
  - 13.1.7.7 Administer and monitor the lending and borrowing of calculators and blunt-edged scissors;
  - 13.1.7.8 Monitor the use of lockers in campus in coordination with the Physical Facilities Office, the Office of Sports Development, Student Council, and other offices concerned;
  - 13.1.7.9 Coordinate with the SC official student publications and concerned University Offices in the dissemination of information about lost and found items; and
  - 13.1.7.10 Prepare and submit required periodic reports.
- 13.1.8. The DO Management Committee is the body concerned with discipline related policy implementation that affects the students. The committee is composed of the Discipline Director (who acts as the Chair), Discipline

Coordinator, Discipline Education Section Head, Enforcement Section Head, Lost and Found Section Head, and the Student Council President or a representative appointed by the SC President. Its specific functions are to:

- 13.1.8.1 Review standard implementing procedures and guidelines of pertinent provisions in the Student Handbook.
- 13.1.8.2 Decide on proposed revisions of standard implementing procedures and formulate standardized interpretations of rules and regulations approved by University authorities.
- 13.1.8.3 The procedure for Discipline Enforcement shall be formulated by the Discipline Management Committee and disseminated to the students.
- 13.1.8.4 Any decision made by this committee shall be final and binding upon concurrence of the following requisites:
  - 13.1.8.4.1 Confirmation and approval by the Dean of Student Affairs.
  - 13.1.8.4.2 A majority constituting a quorum with the presence of a student representative.
  - 13.1.8.4.3 Dissemination of information to the student publications and / or other appropriate channels.

## 13.2 Jurisdiction over Discipline-related cases:

- 13.2.1 The Director of Discipline shall have jurisdiction over all minor offenses involving students under these rules. The respondent is required to see the Director of Discipline who investigates and decides the case.
- 13.2.2 The University Panel for Case Conference (UPCC) shall have jurisdiction over all major offenses involving students should there be complete admission on the part of the respondent.
  - 13.2.2.1 The UPCC is composed of the Director of Discipline as the presiding officer, the Dean of Student Affairs, a representative of the Student Council, and the Vice Dean of the College where the student belongs.
  - 13.2.2.2 The panel meets the parents or the guardian of the student and the student himself/herself to hear and decide on the discipline offense committed by the student.
  - 13.2.2.3 Proceedings in the case conference are governed by rules applicable to Summary Proceedings before the Student Discipline Board (SDB).

- 13.2.3 The Student Discipline Board (SDB) shall have jurisdiction over all major offenses involving students should there be incomplete or qualified admission, or denial on the part of the respondent. Once approved by the Legal Counsel, the University shall be the complainant before the SDB and the faculty, student, or any other person who initiated the complaint shall serve as University witnesses.

- 13.2.3.1 The SDB is composed of a Chair who is member of the Integrated Bar of the Philippines (IBP) and not a member of the Discipline Office and three other members and their respective alternates representing the Administration, Faculty, and Students. The administration and student representatives shall not come from the Discipline Office and the Student Council, respectively.

The University Legal Counsel (ULC), who is a member of the IBP and appointed by the President from the University constituency, assists the University in conducting formal hearings. The respondent may be assisted by a counsel of choice, or a representative from the SC.

#### 13.2.3.2 FORMAL HEARING BEFORE THE BOARD

The procedures in the formal hearing of major discipline offenses before the SDB are as follows:

##### 13.2.3.2.1 Complaint

- 13.2.3.2.1.1 A formal complaint in writing is filed with the DO by the aggrieved party or by any person having direct knowledge of the commission of the act complained of.

- 13.2.3.2.1.2 The DO shall conduct an initial investigation of the complaint by requiring the respondent to explain in writing within five (5) days why no disciplinary action should be filed against him or her. The respondent may opt to remain silent during the initial investigation, in which case the complaint shall be forwarded to the Legal Counsel for appropriate action.

- 13.2.3.2.1.3 Upon termination of the initial investigation, the DO brings the complaint and related documents to the University Legal Counsel (ULC) to request clearance for the filing of the case with the SDB.

If the ULC finds no case, the complaint is remanded to the DO for whatever action the latter may deem proper to take.

If the USC finds a prima facie case, the case will be sent back to the DO for the filing of charges with the SDB.

13.2.3.2.1.4 Upon receipt of the complaint approved by the ULC for filing of a case before the SDB, the DO prepares a Charge Sheet attaching notarized statements of aggrieved party and/or complaining witnesses after the DO has required the latter to go over and read the complaint. Any matter not clear or understood should be explained to them.

13.2.3.2.1.5 After completion of the required documents, the case is filed before the SDB.

13.2.3.2.1.6 In all cases where the complaint is found to be sufficient in form and substance, the Chair convenes the SDB to a formal hearing. A majority of the SDB constitutes a quorum but the student representative should always be present.

#### 13.2.3.2.2 Answer

13.2.3.2.2.1 The respondent is required to answer the complaint in writing under oath within three (3) days from receipt of the charge.

13.2.3.2.2.2 Failure of the respondent to answer the complaint within the period specified in the Charge Sheet is deemed an admission of the act or acts complained of.

#### 13.2.3.2.3 Notice of Hearing

13.2.3.2.3.1 Upon receipt of the answer, or if no answer is filed, the case is scheduled for hearing. The corresponding notice is issued to the parties and to the parents or guardian of the respondent.

13.2.3.2.3.2 The issuance of the notice of hearing is mandatory, i.e., at least five days before the date of the hearing except when new

date has been agreed upon before the SDB.

#### 13.2.3.2.4 Hearing

13.2.3.2.4.1 A hearing before the SDB shall be summary in nature and cross examination is not essential. However, the SDB should ensure that the following standards required by due process in discipline cases are satisfied:

13.2.3.2.4.1.1 The respondent should have been informed in writing of the nature and cause of the accusation;

13.2.3.2.4.1.2 The respondent should have been granted the right to answer the charges against him or her;

13.2.3.2.4.1.3 The respondent should be informed of the evidences against him or her;

13.2.3.2.4.1.4 The respondent is given the right to adduce evidence in his or her own behalf; and

13.2.3.2.4.1.5 The evidence should be considered by the SDB.

13.2.3.2.4.2 Should the complaining witness fail to appear without just cause on the scheduled initial hearing despite notice, the complaint is dismissed. On the other hand, should the respondent fail to appear for the initial hearing after notice and without sufficient cause, this fact is placed on record and the hearing shall proceed *ex-parte* without prejudice to the appearance of respondent in subsequent hearings.

13.2.3.2.4.3 Evidence, testimonial or documentary, is limited to allegations in the complaint or answer.

13.2.3.2.4.4 Witnesses testify under oath.

13.2.3.2.4.5 The Chair exercises complete control of the proceedings in all stages. He or she prescribes the order in the presentation of evidence by the parties. He rules on the exclusion of other witnesses for the same party while a witness testifies. He has the

power to rule on the admissibility of evidence or testimony.

13.2.3.2.4.6 As a general rule, hearings are continuous the moment they begin. No hearing should last beyond one month from the date of initial hearing except for highly justifiable reasons, but each party is allowed only one postponement.

13.2.3.2.4.7 A record of the entire proceeding is taken and filed as part of the record of the case. The parties may be furnished copies of the record of the proceedings upon request and upon payment of the required fee.

#### 13.2.3.2.5 Decision

13.2.3.2.5.1 The duty of the SDB is to find and establish facts on which to base a decision rendered in the manner provided.

13.2.3.2.5.2 A majority of the SDB which consists of a quorum, is necessary to pass a judgment in a case. However, if the penalty imposed is expulsion or dismissal, a unanimous vote of the members present constituting a quorum is necessary. Failure to obtain a unanimous vote automatically calls for the imposition of the next lower penalty. It is the duty of members of the SDB present and constituting a quorum to cast their votes. There shall be no abstentions.

13.2.3.2.5.3 The SDB renders its decision within five (5) days from date the case is submitted for decision. The decision shall be in writing stating the reasons therefore, copy furnished the Chancellor, Vice-Chancellor for Academics and Research, Vice Dean of the College to which the respondent belongs, Dean of Student Affairs, the OCCS Director, the student representative, the aggrieved party and his or her witnesses, as well as the respondent and his or her parents or guardian. A copy of the decision with the complaint is filed at the DO and forms part of the respondent's record or folio.



13.2.3.2.5.4 A party not satisfied with the decision of the SDB may appeal the decision in writing to the Chancellor within five (5) days from receipt of the decision, stating the grounds for the appeal.

If an appeal is not availed of by a party within the period prescribed, or is turned down, if appeal is taken, the decision of the SDB becomes final and immediately executory unless the SDB defers the imposition of penalty for meritorious reasons.

### 13.2.3.3 SUMMARY PROCEEDINGS

If during the preliminary investigation, respondent appears and admits guilt in writing, the case may be acted upon by the SDB summarily. This is entered into the record and the Director of Discipline recommends that a hearing be dispensed with. The action is terminated as soon as the respondent explains the charges and the members of the SDB are through with their clarificatory questions.

Any penalty imposed in a summary proceeding is final and immediately executory unless the Board defers the imposition of the penalty for meritorious reasons.

### 13.2.4 Special Powers

13.2.4.1 The Deans are granted a special power to suspend students involved in fraternity rumbles, tumultuous affrays, boycotts, or illegal demonstration for a maximum period of fifteen (15) schooldays effective upon its imposition.

Any decision of the Dean under this section may be appealed to the Chancellor within five (5) days from the date the decision is handed. The appeal does not, however, stay the suspension imposed. Any action taken by the Dean under this section is not a bar to other disciplinary actions that may be imposed arising from the same act or acts.

13.2.4.2 The Faculty Members have the right to demand the presentation of a student ID, to give a grade of 0.0, and to deny admission to class of any student caught cheating under Sec. 13.3.1.1 to Sec. 13.3.1.1.6, inclusive. The student should immediately be informed of his/her grade and barred from further attending his/her classes.

- 13.2.4.3 The Discipline Officers have the right to demand for the presentation of the student's ID and summon students who violate any University policy to DO for investigation.

### 13.2.5 Summary of Powers

#### 13.2.5.1 For the Dean or Vice-Dean:

The Dean, or the Vice-Dean, in the absence of the former, may proceed summarily against any student in the following cases:

- 13.2.5.1.1 Violation of rules and regulations issued in consultation with the Council of Chairpersons and approved by the College Council.
- 13.2.5.1.2 Misconduct committed in the presence of a faculty member or any official of the University within the jurisdiction of the College, or in the course of school function sponsored by the College.

#### 13.2.5.2 For the Dean of Student Affairs:

The Dean of Student Affairs may proceed summarily against any student in the following cases:

- 13.2.5.2.1 Misconduct under Sec. 13.2.5.1.2 when committed within the University premises but outside the jurisdiction of any college, school, or academic unit or in the course of a school function sponsored by the University.
- 13.2.5.2.2 Misconduct under Sec. 13.3.1.4, whether or not the acts are committed within the premises, and by individuals belonging to one or several colleges, schools or academic unit.
- 13.2.5.2.3 Misconduct under Sec. 13.3.1.5, and Sec. 13.3.1.6.

#### 13.2.5.3 Procedures

- 13.2.5.3.1 The student is summoned to appear before the Dean, informed of the charge against him or her and afforded the opportunity to present his or her side.
- 13.2.5.3.2 Should the student refuse, without cause, to appear before the Dean despite being summoned, this is taken into account in imposing the penalty corresponding to the offense committed.
- 13.2.5.3.3 Any decision taken under this section should be in writing, stating the grounds for which disciplinary action is taken. The decision is final and executory upon the issuance of the order.

13.2.5.3.4 The penalty imposed under this section is suspension not exceeding fifteen (15) calendar days.

Any decision of the Dean under this section may be appealed to the Chancellor within five (5) days from the date the decision is handed. The appeal does not, however, stay the suspension imposed. Any action taken by the Dean under this section is not a bar to other disciplinary actions that may be imposed arising from the same act or acts.

#### 13.2.6 Rules Governing Discipline Cases Involving Students of both DLSU-Manila and DLS-CSB

The rules governing the handling of discipline cases involving students of both DLSU-Manila and DLS-CSB are as follows:

13.2.6.1 Ordinarily, cases under this section are handled by the Discipline Board of the school where the respondent belongs. However, the case shall be initiated by the DO where the offense was committed. The DO concerned files and refers the required reports to the Discipline Board concerned. This is without prejudice to the right of the complainant to file the case in any forum other than with the Board.

Both DLSU-Manila and DLS-CSB should extend cooperative efforts in the service of the required documents or pleadings, in the safeguarding of evidence, and in other measures related to the case.

13.2.6.2 In cases arising from the same incident falling under this section, the DO of the respective schools consolidate the cases and file with a joint expanded Board to be constituted for this purpose.

The joint expanded Board is composed of the Chairs of the Discipline Boards, administration, faculty, and student representatives of the two schools. The Chair of the Discipline Board of the school with a bigger number of respondents shall act as Chair and the other as Co-Chair.

13.2.6.3 Where the number of respondents from both schools are the same in number, the joint expanded Board is presided by the Chair of the Board of the school where the offense is committed.

13.2.6.4 The procedures governing the hearing of the case are those of the school where the Chair of the joint expanded Board comes from.

### 13.3 Types of Offenses.

13.3.1 The following are considered major offenses:

- 13.3.1.1 Cheating in any form during an examination, test, or written reports including reaction papers, case analysis, experiments or assignments required. The act of cheating includes, but is not limited to, the following:
  - 13.3.1.1.1 Unauthorized possession of notes or any material relative to the examination or test whether the student actually uses them or not.
  - 13.3.1.1.2 Copying or allowing another to copy from one's examination papers. In the latter case, both parties are liable.
  - 13.3.1.1.3 Looking at another student's examination paper, or allowing another student to look at his or her examination paper.
  - 13.3.1.1.4 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 or other student/s.
  - 13.3.1.1.5 Having somebody else take an examination or test for one's self or prepare a required report or assignment. If both parties are students, both are liable.
  - 13.3.1.1.6 Plagiarism and other forms of academic dishonesty as set forth in Sec.4.13.
- 13.3.1.2 Vandalism or the deliberate destruction of property belonging to the University or to a member of the faculty, administrator, co-academic personnel, another student or to a visitor while on campus.
- 13.3.1.3 Carrying or possession of a deadly weapon inside the University premises or outside the University during an academic function or school activity without permit from the Safety and Security Office in consultation with the D.O.
- 13.3.1.4 Deliberate disruption of the academic function or a school activity which tends to create disorder, tumult, breach of peace or serious disturbance not necessarily connected with any academic function or school activity.
- 13.3.1.5 Brawls within the University premises or outside the University during an academic function or school activity.
- 13.3.1.6 Direct assault or inflicting physical injuries on any person inside or outside the University during an academic function or school activity.
- 13.3.1.7 Unauthorized bringing in, carrying, possession or use of prohibited or regulated drugs or chemicals without proper prescription, inside University premises or outside the University during an academic function or school activity, and any other violation of the provisions of R.A. 9165, otherwise known as the "Comprehensive Dangerous Drugs Act of 2002."

- 13.3.1.8 Unauthorized bringing in, possession or drinking of liquor or alcoholic beverages inside the University premises or outside the University during an academic function or school activity, or entering the University premises or attending academic functions or school activities under the influence of liquor or alcoholic beverages. A student is considered under the influence of liquor if he/she is found to have had an alcohol intake.
- 13.3.1.9 Gross acts of disrespect in words or in deed that tend to put the University or any administrator, member of the faculty, co-academic personnel, security guards, maintenance personnel, students and visitors in ridicule or contempt.
- 13.3.1.10 Threatening another with any act amounting to a crime, delict or wrong, or with the infliction of any injury or harm upon his person, honor or integrity.
- 13.3.1.11 Acts of lewdness or commission of any act of immorality; viewing, reading, display or distribution of pornographic materials inside the University (unless with DO permit endorsed by the faculty concerned as part of the course requirement), including accessing internet sites that do not correlate to any specific subject or course within the University.
- 13.3.1.12 Acts that bring the name of the University into disrepute such as public and malicious imputation of a crime, or of a vice or defect, real or imaginary, or any act, omission, condition, status or circumstance, tending to cause dishonor, discredit or contempt to the name of the University.
- 13.3.1.13 Unjust enrichment or stealing whether attempted, frustrated or consummated.
- 13.3.1.14 Unauthorized collection or extraction of money, checks or other instruments as equivalent of money, which includes but is not limited to, matters pertaining to the University.
- 13.3.1.15 Forging, falsifying or tampering with academic or official records or documents of any kind; or intentionally making a false statement of any material fact, or practicing fraud or deception in connection with anything that pertains to the University.
- 13.3.1.16 Gambling in any form inside the University or outside the University during an academic function or school activity.
- 13.3.1.17 Acts of subversion or insurgency.
- 13.3.1.18 Conviction before any court for a criminal offense involving moral turpitude, against person or property other than through reckless imprudence.
- 13.3.1.19 Membership in a fraternity or sorority. This also includes membership in any unrecognized organization that subscribes or participate in any violent act.
- 13.3.1.20 Encouraging students to violate their Non-Fraternity Contracts by inviting them to join a fraternity, sorority, or any organization not recognized by the University.

- 13.3.1.21 Any kind of provocation that results in heated verbal or physical confrontation between students and groups of students.
- 13.3.1.22 Willful failure to comply with summonses or notices issued for purposes of investigation conducted in connection with discipline-related offenses.
- 13.3.1.23 Hazing or physical injuries committed which result from an initiation rite or practice as a pre-requisite for admission into a membership in a fraternity, sorority, or organization by placing the recruit neophyte or applicant in some embarrassing or humiliating situations, such as forcing him to do menial, silly, foolish, and similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury (Republic Act No. 8049). For this purpose, the members who were present shall be liable whether they actually participated or not. The officers of the organizations, society or group, shall also be liable, whether or not they are present during the hazing incident.
- 13.3.1.24 Computer security breach: Accessing a University computer or computer network without authority or beyond authorized access and consent. Acts that constitute computer security breach include but are not limited to the following:
  - a) altering information, (e.g., changing the password of someone else's account and changing data in files beyond one's authorized access, etc.) damaging or destroying information (e.g., deleting someone else's file, etc.);
  - b) introducing false information (e.g. using someone else's account and sending offensive mail, etc.);
  - c) preventing authorized use of information; or
  - d) preventing normal operation (e.g. changing the configuration or CMOS set-up of a PC, introducing computer virus, etc.) of computers or computer networks of the University.
- 13.3.1.25 Perjury, defined as testifying falsely in any administrative proceeding, or knowingly making untruthful statements in documents under oath when such oath is required.
- 13.3.1.26 Possession or exploding of firecrackers inside the University or outside the University during academic functions or school activities, unless authorized by AVC for Campus Development.
- 13.3.1.27 Lending ID to another or using someone else's ID.
- 13.3.1.28 Making sexual advances in words or deeds to another student or to any member of the academic community.
- 13.3.1.29 Illegal or unauthorized reproduction of University materials.
- 13.3.1.30 Such other acts as may be determined by University authorities upon consultation with student representatives, provided the application is prospective and properly disseminated to students through official student publications and/or through official DLSU Website announcements.
- 13.3.1.31 Habitual disregard or willful violation of established policies, rules, or regulations consisting in the commission of three (3)

minor offenses of the same kind or nature, or five (5) minor offenses of different kinds or nature.

13.3.1.32 Violation of the De La Salle University Policies on Intellectual Property (I.P.) (Please refer to Appendix O)

13.3.2 The following are considered minor offenses:

- 13.3.2.1 Simple acts of disrespect in words or in deed committed against any administrator, member of the faculty, co-academic personnel, security guards, maintenance personnel, students, and visitors.
- 13.3.2.2 Acts which disturb peace and order short of being a major offense such as disturbing classes, academic-related activities or school functions.
- 13.3.2.3 Disobeying school regulations and other rules approved by University authorities, provided they are properly disseminated to students through official student publications with monthly circulation and/or through official DLSU Website announcements.
- 13.3.2.4 Disobeying classroom policies and procedures as set forth under Section 4.3
- 13.3.2.5 Refusal to present an ID or temporary campus pass when asked by University authorities.
- 13.3.2.6 Proselytizing, defined as an attempt to convert another to one's faith by attacking or denigrating other person's practices and beliefs, or by offering special inducements.
- 13.3.2.7 Littering.
- 13.3.2.8 Selling items, engaging in business or soliciting contributions or donations in campus without prior approval of authority.
- 13.3.2.9 Preventing the circulation of a recognized student publication by withholding or removing a substantial number of copies from the newsstands.
- 13.3.2.10 Public Display of Physical Intimacy (PDPI).
- 13.3.2.11 Violation of policies of the Information Technology Center (ITC) such as but not limited to accessing Chat, IRC, MOO, MUD sites and the like, playing any form of games, and using cellular phones and other electronic communication devices in computer laboratories.
- 13.3.2.12 Use of classrooms and other school facilities for any purpose without any reservation or proper authority.
- 13.3.2.13 Loitering along the classroom corridors while classes are going on for second and succeeding violations.
- 13.3.2.14 Eating in areas designated as non-eating places (classrooms, laboratories, offices, study areas in buildings, and Sports Complex).
- 13.3.2.15 Smoking inside University premises or outside the University during academic functions or school activities.
- 13.3.2.16 Playing cards inside University premises except collectible cards played in designated places (classrooms, laboratories, offices, and study areas).

- 13.3.2.17 Violation of policies on the use of lockers.
- 13.3.2.18 Unhygienic and improper use of University facilities.
- 13.3.2.19 Second and succeeding violations of policies in the lending of calculators.
- 13.3.2.20 Second and succeeding violations of policies on the use of University parking lots.
- 13.3.2.21 Entering any restricted area within the University without prior permission or authority. A restricted area is one that is designated as such by the proper authorities and marked with proper signage.
- 13.3.2.22 Bringing in of cutters and laboratory instruments not duly endorsed by a faculty member or an elected SC/CSO officer and without the necessary permit from the D.O.
- 13.3.2.23 Bringing in of pointed scissors.
- 13.3.2.24 Violation of the De La Salle University Policy and Guidelines on the Use of Trademarks (Please refer to Appendix P)
- 13.3.2.25 Failure to surrender the one-day campus pass / temporary ID.
- 13.3.2.26 Fourth and succeeding entry into campus without an ID.
- 13.3.2.27 Fourth and succeeding loss of an ID.
- 13.3.2.28 Second and succeeding violations of the Implementing Guidelines on the Dress Code Policy.

#### 13.4 Sanctions

##### 13.4.1 The penalties for major offenses are the following:

- 13.4.1.1 Probation for such time and under such conditions as the SDB or UPCC may determine which may include undergoing the DO Values Clarification and Development Program.
- 13.4.1.2 Suspension for such time and under such conditions as the SDB or UPCC may determine.
- 13.4.1.3 Dismissal.
- 13.4.1.4 Expulsion.

##### 13.4.2 The penalties for minor offenses are the following:

- 13.4.2.1 For the first offense, warning from the Director of Discipline with written apology addressed to the offended party, if the act is personal in nature and to refer to a Counselor and/or order the restitution or reparation of the damage or injury sustained, if necessary.
- 13.4.2.2 In case of a second offense, a written reprimand from the Director of Discipline in the presence of parents or guardian who shall be informed and invited to discuss the discipline record of the student.
- 13.4.2.3 In case of third and succeeding offenses, the student is charged with a major offense under Sec. 13.3.1.31, if applicable, otherwise, a written reprimand from the Director of Discipline, copy furnished the parents or guardian who may be invited again to discuss the discipline record of the student.



## 13.5 Definition of Terms.

As used in this section the term -

13.5.1 Student refers, but is not limited, to:

13.5.1.1 a person who at the time of the commission of the offense, is enrolled in any academic or non-academic subject or subjects whether in the undergraduate or graduate school, day or evening classes, regular or part-time; or

13.5.1.2 a person admitted to any college or unit or any academic or non-academic program of the University, whether enrolled or not, or has complied with all the requirements for graduation in the program where the person was admitted, at the time of the filing of the charge or during the pendency of the proceedings; or

13.5.1.3 a person who has been allowed to graduate from the University but has not yet been cleared to take delivery of his or her certificate of completion, diploma, or transcript of records regardless of whether or not he or she has been granted by the University an alumnus status.

13.5.2 University premises refers to the territorial boundaries of De La Salle University, Taft Avenue, Manila, including the academic and non-academic buildings and campuses, the parking lots adjacent to it as well as immediate sidewalks within a radius of five (5) meters from gates, fences or dividing walls of buildings and within a radius of two hundred (200) meters for the following offenses, to wit:

13.5.2.1 brawls,

13.5.2.2 inflicting physical injuries on another,

13.5.2.3 unauthorized bringing in, carrying, possession or use of drugs or chemicals as defined in *Section 13.3.1.7*

13.5.2.4 vandalism or destruction of property belonging another,

13.5.2.5 direct assault as defined in *Section 13.3.1.6*

13.5.2.6 threatening another as defined in *Section 13.3.1.10*

13.5.2.7 unjust enrichment as defined in *Section 13.3.1.13*

13.5.2.8 making sexual advances as defined in *Section 13.3.1.28*,  
*and*

13.5.2.9 gambling as defined in *Section 13.3.1.16*

13.5.3 “In flagrante” means the very act of committing a discipline offense or the condition of being caught in the act of committing the offense.

13.5.4 “Ex-parte hearing” refers to a hearing held in the absence of one of the parties.

13.5.5 "Illegal demonstration" includes a public show of feeling or opinion as by a mass meeting or parade accompanied by force, coercion or violence.

13.5.6 "Deadly weapons" include but is not limited to firearms (including spring-type, air, powder, and similar mechanism), explosives (e.g. firecrackers, pyrotechnics), stones, lead pipes, and sharp or cutting instruments (e.g. pointed scissors, ice picks, Swiss knives or blades of any length), with the exception of cutters and laboratory instruments that are commonly used for academic purposes; provided that in the exceptional case, the one who brought the same shall be equally responsible with the person who inappropriately used it. Any similar object shall be considered deadly weapons if used to inflict physical injury or cause death.

Tear gas, pepper spray, and similar sprays normally used for self-defense are allowed inside the campus, provided that the one who brought the same inside the campus shall be equally responsible with the student who inappropriately used said spray, except in case of coercion which must be duly proven.

13.5.7 "Unjust enrichment" means any condition where a student takes a thing at the expense of another for his or her benefit regardless of his intent to gain.