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I. INTRODUCTION

Beloved Students, Welcome to the University of Cebu!

The University of Cebu is the fastest growing university, if not, the most dynamic amongst all universities in the City of Cebu. Previously known as the Cebu College of Commerce when it opened in 1984, it became the Cebu Central Colleges in 1972, and finally, became University of Cebu in 1992, as a testament of its desire to provide the best and affordable education to the majority.

UC shall, indeed, work towards giving you the best education. However, part of the task is relegated to you, in your capacity to give importance to your studies and assignments, and your willingness and enthusiasm to participate in both curricular and co-curricular activities. UC hopes, that you would give yourself generously to the rigors of daily classroom work and the challenges of learning. While success needs to be spelled with “UC,” it can never be completed without “U.”

This Student Handbook is your brief introduction to the world of University of Cebu. Go through its pages and understand its contents. Initially, this may just be a script, but eventually, you will realize that this is afterall “the way of life and a way of journeying in this university.” Make your stay in the University of Cebu meaningful and memorable.

ATTY. AUGUSTO. W. GO
President

MS. CANDICE GOTIANUNY
Chancellor
II. OUR VISION
Democratize quality education.
Be the visionary and industry leader.
Give hope and transform lives.

III. OUR MISSION
University of Cebu offers affordable and quality education responsive to the demands of local and international communities.

University of Cebu Commits to:
- Serve as an active catalyst in providing efficient and effective delivery of educational services;
- Pursue excellence in instruction, research and community service towards social and economic development as well as environmental sustainability;
- Acquire, disseminate and utilize appropriate technology to enhance the university’s educational services; and,
- Foster an organizational culture that nurtures employee productivity and engagement.

IV. OUR GOALS
1. Produce graduates who are equipped with academic, scientific, technological, entrepreneurial knowledge and skills, responsive to the demands of the times.
2. Instill moral, ethical and aesthetic values to learners as citizens of the Philippines and of the world.
3. Become a center of research to serve the evolving needs of the community.
4. Build a physical environment conducive to learning, providing the students with the ability to reach for excellence and the motivation to work for the common good.
5. Organize activities in community building and development, environment protection and preservation, as well as in the promotion of community spirit and the development of a caring attitude towards others.

V. CORE VALUES

These are therefore the core values that the University of Cebu believes in:

1. Innovation
   “Be the visionary and the industry leader.”

2. Camaraderie
   “Living in the spirit of harmony and approachability.”

3. Alignment
   “All activities are geared towards core values and priorities.”

4. Respect
   “Always a professional, mindful of God, university, the community and self.”

5. Excellence
   “To be great at whatever it is we do and go for the best.”
VI. ORGANIZATIONAL CHART
VII. OUR HISTORY

On April 1, 1964, a group of young men with vision and foresight, spurred by altruistic motives to help mould the moral and intellectual life of the youth, banded themselves together to form an educational institution – the Cebu College of Commerce.

July 1964  - Opening of High School Day and Night and of the first Collegiate programs, Bachelor of Science in Commerce (BSC) and Associate in Secretarial Science (ASS), with an enrollment of 600 students.

1965  - Addition of Bachelor of Secondary Education (BSE) and Bachelor of Arts (AB) Programs.

1966  - Acquisition of a new building to accommodate increased student population

1967  - Opening of Associate in Nautical Science (A.N.S.)

- Construction of third story building

February 1968  - Construction of a building fronting the Sanciangko gate

1968  - Offering of Associate in Marine Engineering (AME) and Bachelor of Science in Customs Administration (BSCA)

1971  - Addition of Bachelor of Science in Criminology (BSCrim) course

- Completion of Sanciangko building
1972 - Approval by SECURITIES AND EXCHANGE COMMISION (SEC) of the change of name of the institution from Cebu College of Commerce to Cebu Central Colleges (CCC)

1973 - Offering of Bachelor of Science in Nursing (BSN)

1974 - Addition of Supplemental Course in Nursing

1976 - Opening of Midwifery and Health Aide, a course closely allied to Nursing; also of Bachelor of Science in Naval Architecture and Marine Engineering (BSNAME)

1977 - Added Bachelor of Science in Secretarial Administration (BSSA)

1978 - First Engineering Course, Bachelor of Science in Mechanical Engineering (BSME) offered.

1979 - Construction of the first wing of the Don Manuel Gotianuy Building

- Added BS in Electrical and Civil Engineering (BSEE & BSCE) to Engineering Courses

1980 - Completion of second wing of the Don Manuel Gotianuy building

- Establishment of the Graduate School, offering Master of Science in Elementary School Management (MSESM) and Master of Science in Business Administration (MSBA)

1981 - Completion of the last wing of the CCC complex

1982 - BS in Hotel and Restaurant Management (BSHRM) opened
1983 - Bachelor of Science in Information and Computer Science (BSICS) offered, making Cebu Central Colleges, the first school in Cebu to offer it.

- Associate in Criminology is offered

1984 - BS Computer Engineering (BSCompE) enriched College degree programs

1985 - Opening of the EDP; Computerization of the College Enrollment.

1986 - Construction of the new building housing the chapel

October 13 – 14, 1986 - PACU-COA Preliminary Visit for Level 1 Status of the BSMT and AME Departments

1987 - New Building at Sanciangko Street completely finished; houses the Nursing, Midwifery and Criminology Departments

- One Graduate Course added: Master of Science in Teaching, major in Mathematics (MST Math)

February 1988 - PACU-COA approved Level 1 status for BSMT and AME Departments

- Bachelor of Science in Marine Officers Training Course added

June 1989 - Master in Criminal Justice System opened

August 28, 1989 - 25th Anniversary of CCC

October 1989 - Formal Visit of the PACU-COA Accrediting Team for Level II status of the BSMT and AME Departments

June 1990 - Transfer of BSMT to new site at Alumnos,
March 16, 1991 - Inauguration of Alumnos, Mambaling BSMT Campus

1991 - Construction of the new Science and Technology Building at the Expressway Campus.

June 1991 - Expansion of Graduate School, adding new majors, Educational Technology and Marine and Nautical Science to MST program as well as School Management, Management of Classroom Learning, and Management of Pre-School education to MSES program

Offering of new undergraduate programs: Bachelor of Science in Accountancy (BSA), Bachelor of Science in Commerce, major in Real Estate and Insurance.

Purchase of the Cebu Coliseum to serve as CCC’s gymnasium.

October 1991 - Preliminary visit by PACU-COA Accrediting Team for Level 1 Accreditation of the BSN, AB and BSEd Courses.


- Level I Accreditation Status granted by PACU-COA to the College of Nursing, Arts, and Education

April 8, 1992 - Approval by DECS Secretary Dr. Isidro Cariño of the conversion of Cebu Central Colleges to the University of Cebu, effective May 1, 1992.

May 8, 1992 - Securities and Exchange Commission (SEC) approval of the change of name from Cebu Central Colleges (CCC) to the University of Cebu (UC).
June 1, 1992 - Installation of Atty. Augusto W. Go as the first President of the University of Cebu by DECS Secretary Dr. Isidro D. Cariño.

- Transfer of Allied Engineering classes to the new Science and Technology Building at the South Expressway

August 7, 1992 - Blessing and Inauguration of the New Science and Technology Building, with the New DECS Secretary, Dr. Armand Fabella, cutting the ribbon

- Linkage of UC with ATS-CAD for Computer Designs

October 19, 1992 - First advanced SOLAS training course offered by the International Development and Environmental Shipping School (IDESS), in cooperation with the University of Cebu Maritime Education Center

January 1993 - Additional Graduate courses approved: Doctor of Education (Ed.D.), major in Educational Planning and Master of Arts in Nursing (MAN)

June 1993 - University of Cebu granted permit by DECS Regional Office to operate on experimental basis the modified B.S. Marine Engineering (BSMarE-NIS) and B.S. Marine Transportation (BSMT-NIS), in cooperation with the Norwegian Training Center-Manila.

- Computer courses for High School students and Short Term Computer Programs offered.

- UC Graduate School made FAPE Regional Training Center for MST Mathematics, MA Nursing and MST Nautical Science.
- Installation of canofile machine in the Registrar’s office.

December 9 – 11, 1993

- Visit of PACU-COA Accreditors for Reaccreditation of the College of Marine Transportation and College of Marine Engineering and Formal Visit for Level II Status of the Colleges of Education, Arts and Sciences, and Nursing.

March 1994

- PACU-COA grants Level II status to Bachelor of Arts, Bachelor of Secondary Education and Bachelor of Science in Nursing programs and Level II Reaccreditations status to Bachelor of Science in Marine Transportation and Bachelor of Science in Marine Engineering programs.

June 1994

- Additional majors in Bachelor of Arts offered: Industrial Psychology, Guidance, and Theater Arts

October 24, 1994

- Laying of cornerstone of the AWG Building.

November 24, 1994

- UC granted permit to offer Five (5) Day – Automatic Radar Plotting Aid (ARPA) vocational course.

May 21, 1995

- Inauguration of branch school, University of Cebu Lapulapu Mandaue (UCLM).

June 1995

- New major, Management Accounting, added to Bachelor of Science in Commerce degree program.

- UC granted recognition by CHED of its Doctor of Education (Ed.D.) major in Institutional Planning and Master of Arts in Nursing (M.A.N.) programs.

October 1995

- UC made the Center for Mathematics of the FAPE-CHED-COCOPEA Consortium for the Massive Upgrading Program of College Faculty in Region VII.
Nov. 16–17, 1995 - Nautical and Marine Engineering programs of UC audited by team from the Norwegian Maritime Directorate (NMD).

March 1996 - Safety training courses of UC – Basic Safety Course, Medical-Emergency-First-Aid, Advanced Fire Fighting and Proficiency in Survival Craft accredited by the NMD.

April 25, 1996 - UC granted by CHED 36 Awards for Exemplary and/or Outstanding Academic Achievement/Performance for SY 1995-1996.

March 1996 - University of Cebu granted permit by CHED to offer the Bachelor of Elementary Education (BEED) course, effective SY 1996-1997.

June 17, 1996 - UC linked up with INTERNET (FAPE-NET).

October 4, 1996 - UC granted by PACU-COA Level I accredited status for the Colleges of Criminology and Hotel and Restaurant Management.

March 6–8, 1997 - Level II – First Reaccredited Visit of PACU-COA for College of Nursing and College of Education.

June 1997 - Graduate School granted permit by CHED to offer new major, Computer Science in its MST program.

September 15–17, 1997 - System Assessment of UC’s Maritime Transportation program by the DET Norske Veritas represented by Mr. Ravi Mehta, Lead Auditor.

October 1–3, 1997 - Formal visit by PACUCOA of the Colleges of Hotel and Restaurant Management and Criminology.

December 10, 1997 - PACU-COA grants Level II status to the College of Criminology and Hotel and Restaurant Management.
February 3 – 5, 1998 - First Audit of UC’s Maritime Transportation program by the DET Norske Veritas represented by Mr. Ravi Mehta, Lead Auditor

March 1998 - Start of the Project ALPHA grant at METC, sponsored by BONA Shipping AS and Hoegh Fleet Services AS

June 1998 - Opening of Elementary Department Restructuring of the College of Arts and Sciences to the College of Arts

- Offering of Master of Science in Criminology

July 30 – 31, 1998 - Level II First Reaccredited Visit for the College of Arts

September 4, 1998 - PACU-COA grants Level II- First Reaccredited status to the College of Arts

December 5, 1998 - Blessing of Jose W. Gotianuy Hall, UC-METC Campus and Presentation of the DET Norske Veritas (DNV) Certificate under the Rules of Maritime Academies and Training Centers

April 1999 - PACU-COA grants Level I Status to the Colleges of Commerce, Computer Engineering and Computer Science

June 8, 1999 - CHED grants government recognition of the Bachelor of Elementary Education course effective SY 1998-1999

June 11, 1999 - Granted Certificate of Authorization by CHED as a deputized Expanded Tertiary Education Equivalency and Accreditation Program (ETEEAP) School in Region VII for Criminology, Business Administration and Allied Engineering courses
November 18, 1999 - Opening of CISCO Networking Academy program

February 1, 2000 - CHED grants government recognition of the Master of Science in Criminology course effective SY 1999-2000

March 17, 2000 - Conferment of the Degree of Humanities (H.D.) honoris causa on Chief Justice Hilario G. Davide, Jr.
April 10, 2000 - PACU-COA grants Level II First Reaccredited status to the Colleges of Criminology and Hotel and Restaurant Management

- PACU-COA grants Level II Second Reaccredited status to the Colleges of Nursing and Education

August 26, 2000 - Blessing and Inauguration of four facilities at the UC METC Campus, namely, Ship’s Bridge Simulator, Multimedia Center, New Dormitory, Project Alpha office and Resource Center

April 10, 2001 - PACU-COA grants Level II Formal Accredited Status to the College of Commerce and Computer Engineering

June 2001 - Transfer of Graduate School to its new site

September 2001 - Transfer of Business offices to new Doña Alicia Gotianuy Bldg.

November 5, 2001 - PACUCOA grants Level II Second Reaccredited Status to the Marine Engineering and Marine Transportation programs of the University

December 7, 2001 - Inauguration of University of Cebu at Lapulapu and Mandaue (UCLM) Annex Building

March 8, 2002 - University of Cebu – Banilad granted Government permit to operate first year, Bachelor of Laws (LIB) in Collegiate Year 2002 – 2003
June 2002

- Opening of UC – Banilad with curricular offerings in Bachelor of Law, Bachelor of Science in Commerce, Bachelor of Science in Accountancy, Bachelor of Science in Information Technology, Bachelor of Science in Computer Engineering and Bachelor of Science in Electronics and Communication Engineering

- Transfer of the College of Nursing to UC – Banilad

June 29 – 31, 2002

- PACU-COA Visit for the following curricular programs: Accountancy, Civil Engineering, Electrical Engineering and Mechanical Engineering

August 28, 2002

- 10th Anniversary Celebration of the University of Cebu, with a Musical Concert at the Grand Ballroom of the Waterfront Hotel, Lahug, Cebu City

May 17, 2003

- Transfer of the Administrative Offices to new Elementary and High School Building

June 2003

- Opening of the UCLM new College of Nursing

- Start of elementary and high school classes in new Elementary and High School Building

July 10, 2003

- Oath taking of Atty. Augusto W. Go, President of the University of Cebu, as Consul General of the Republic of Korea

July 21, 2003

- Inauguration and Blessing of new Elementary and High School Building by His Eminence, Ricardo Cardinal Vidal

August 29, 2003

- Blessing of the UC – Banilad Building
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<td>CHED grants Deregulated Status to UC</td>
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<td>November 10, 2003</td>
<td>PACUCOA grants Level II Second Reaccredited Status to the Liberal Arts program</td>
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<td>Awarding of Certificates for Deregulated Status in Malacañang.</td>
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<td>PACUCOA – preliminary visit for College of Education and Criminology - UCLM</td>
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<td>April 1, 2006</td>
<td>Conferment of the degree, Doctor of Laws, Honoris Causa, on Chief Justice Artemio V. Panganiban, Jr.</td>
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<td>June 2006</td>
<td>Recognition of the Organizational structure of the UC system.</td>
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<td>Chancellor fully in-charge of university affairs.</td>
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<td>Vice Presidents renamed as Vice Chancellors.</td>
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- Blessing of new building for the welding refresher courses in METC

October 20, 2006

- UC inked MOA with Iiino Maritime Services Co. Ltd., (IMS), Pobar Marine Services, Inc. (PSMI) to bestow select UC Maritime students with scholarship grants.

December 8, 2006

- Blessing of the new building in UCLM

January 18, 2007

- UC formalized partnership with Professional Review and training Center (PRTC) to provide CPA review classes for Cebuanos.

March 3, 2007

- UC President Atty. Augusto W. Go was chosen as an outstanding individual in the field of Education

- UC was hailed as an outstanding institution by the Cebu City Government during the 70th Cebu City Charter Day celebration

April 2, 2007

- PACUCOA granted candidate status for College of Commerce.

May 25-26, 2007

- UC Administrators, Deans and department Heads gathered in UCLM for Leaders Work-out to develop the UC Balanced Score card and finalized the three-year strategy with yearly blueprint and milestones.

May 30, 2007

- Conferment of the degree, Doctor of Business Management and Entrepreneurship, Honoris Causa on Dr. Emilio T. Yap.

June, 2007

- METC launched the Bridging Program for Mechanical and Electrical Engineering graduates.
- UC acquired the Poseidon Navigation Simulator for UCLM’s Maritime College.

June 6, 2007

- UCLM was granted the Certificate of Program Registration by TESDA for the BSIT and BSHRM courses on the different National Competencies.

June 22, 2007

- UC inked the MOA with FastTrack Solutions, Inc. for the introduction of the SAP Business One in the College of Commerce and Accountancy curriculum of UCB, UCLM and UC Main.

June 29, 2007

- Conferment of the degree, Doctor of Laws, Honoris Causa on His Excellency Axel Weishaupt.

August 9, 2007

- Philippine Welding Research and Development Society (PWRDS) renewed agreement for another term.

August 21, 2007

- Ninety – six (96) BSHRM freshmen of UCLM granted PGMA Ladderized Education Program (LEP) scholarship.

October 7, 2007

- Conferment of the Degree, Doctor of Laws (Honoris Causa) on Associate Justice Renato Corona.

January 7, 2008

- TESDA awarded Atty. Augusto W. Go with a plaque for his support of the government agency’s Technical Vocational Education and Training (TVET) programs.

January 11, 2008

- UC awarded the Php 175,000.00 by ATEP Board/NSA for the Automated Identification System (AIS) in UC – METC
January 17, 2008 - International Maritime Employers Committee (IMEC) and UC signed (Manila) MOA for scholarship grants starting SY 2008.

February 26, 2008 - UC-METC was recognized to Conduct Courses under the requirements of the international Convention on Standards of Training Certification and Watchkeeping for Seafarers, 1978 as amended in 1995 and 1997 (STCW) by PANAMA Maritime Authority.

Feb. 27-March 1, 2008 - UC-METC was granted PACUCOA Grants Level II 3rd Reaccredidation Status to the Marine Transportation and Marine Engineering Programmes of the University.

March 15, 2008 - Conferment of the degree, Doctor of Laws, Honoris Causa, on Chief Justice Renato Puno

June 8, 2008 - Start of the INC (Interorient Navigation Company) Scholarship Program for Marine Transportation and Marine Engineering

June 10, 2008 - Blessing and Inauguration of the IMEC Office and Resource Center. Start of the IMEC (Internatinal Maritime Employers Committee) Scholarship Program for Marine Engineering and Marine Transportation.

June 10, 2008 - UC-METC Maritime Academy and UC-METC Training Center was awarded the DND Standard for Certification of Maritime Academies (The certificate is valid until February 5, 2013

June 10, 2008 - UC-METC Maritime Academy and UC-METC Training Center was awarded the DND Standard for Certification of Maritime Academies (The certificate is valid until February 5, 2013
June 23, 2008 - UC-METC was Certified ISO 9001:2000 (Certificate is valid until June 26, 2011) by DET NORSKE VERITAS (DNV)

October 8, 2008 - UC-METC was awarded Danish Certificate of Recognition of their Philippine Certificate of Competency by Danish Maritime Authority.

October 8, 2008 - Danish Maritime Authority recognized UC-METC as one of the four institutions in the Philippines to continually be exempted from the general requirements of passing an operational test and interview in apply for a Danish Certificate of Recognition in the Philippines.

November 8, 2008 - UC-METC received PGCert Programme – sponsored by International Maritime Training Trust (IMTT) and in partnership with Sothamton Solent University (WMC)

December 12, 2008 - Awarded as Outstanding maritime School by United Filipino Seafarers and the Editorial Board of Tinig ng Marino.

January 2009 - The new program, ACT major in Animation was approved and opened in June of 2009.

March 5, 2009 - Atty. Augusto w. Go was awarded as Valuable Filipino in Education given by the Perlas Award through the Philippine foundation, Inc. The Awarding was held at the SM Cinema 1

May 18, 2009 - METC Awarded First Mobile Assessment Center

May 2009 - UC produced its first topnotcher accountant in Jerameal P. Villaber when he landed 8th place in the CPA Board Exam in May 2009

July 2, 2009 - Paul John B. Gesta, a UC Banilad graduate capped one of the slots as one of the Ten Outstanding Students in the Philippines. He was awarded by Pres. Gloria Macapagal Arroyo in Malacañang Palace.

July 2009 - Edelyn Lopez, a BS Tourism student of UC Banilad was awarded as the Best University Student of 2009 in the Asia-Pacific University Students Gangwon forum held in Gangwon, South Korea

September 9 – 19, 2009 - The University of Cebu Dance Company represented the Philippines, through the Department of Tourism in the 12th Busan International Trade Fair and Exhibition. The troupe won the Best Folkloric Performance Award besting 47 other countries which participated in the exhibit.

November 16, 2009 - UC-METC Received Institutional Plaque of Recognition (for conducting seminar-symposia and for a on Drug Abuse Prevention and Control for students and faculties) from Philippines Dangerous Drug Board.

November 26, 2009 - Contract signing between UC and DNV Seaskills Project, Singapore
January 2010 - UC and IBM entered formally into a partnership the Earn as You Learn Program (EAYL). The scholarship program is patterned after the same project with IBM and University of Balarrat in Australia.

June 2010 - UC Main and UCLM unveiled the newly refurbished and remodeled mini Hotel of the College of HRM in both campus
VI. ACADEMIC PROGRAMS

1. COLLEGE OF COMMERCE AND ACCOUNTANCY
   - Bachelor of Science in Accountancy
   - Bachelor of Science in Business Administration, major in:
     - Management Accounting
     - Marketing Management
     - Financial Management
     - Human Resource Development Management

2. COLLEGE OF CRIMINAL JUSTICE
   - Bachelor of Science in Criminology

3. COLLEGE OF CUSTOMS ADMINISTRATION
   - Bachelor of Science in Criminal Justice

4. COLLEGE OF EDUCATION
   - Bachelor of Science in Education, major in English, Mathematics, Science, Filipino, Social Studies, MAPEH, Special Education
   - Bachelor of Science in Elementary Education, major in English, Mathematics, Science, Filipino, Social Studies, MAPEH

5. COLLEGE OF ALLIED ENGINEERING
   - Bachelor of Science in Civil Engineering
   - Bachelor of Science in Electrical Engineering
   - Bachelor of Science in Mechanical Engineering
   - Bachelor of Science in Computer Engineering

6. COLLEGE OF HOTEL AND RESTAURANT MANAGEMENT
   - Bachelor of Hotel and Restaurant Management
   - Certificate of Compliance in Hotel and Restaurant Management (2 year course)
7. COLLEGE OF INFORMATION TECHNOLOGY
   - Bachelor of Science in Information Technology
   - Associate in Computer Technology (2 years) major in Animation

8. COLLEGE OF LIBERAL ARTS
   - Bachelor of Arts, major in
     - Computer Secretarial
     - English (Literature)
     - Political Science
     - Psychology

9. MARITIME EDUCATION AND TRAINING CENTER
   - Bachelor of Science in Marine Transportation
   - Bachelor of Science in Marine Engineering
   - Bachelor of Science in Naval Architecture and Marine Engineering
VII. STUDENTS PERSONNEL SERVICES

Accounting Department
This department handles the financial matters of the university. Transactions regarding assessments as well as payment of fees: tuition, miscellaneous, and others, may be done through the Accounting Office.

Athletics Department
This department facilitates the conduct of the annual Intramural Games as well as the training and development of the university’s athletes.

Building Administration
The safety as well as the convenience of students in their use of the school’s physical plant is this department’s prime concern. UC’s transportation and bus services are also maintained and provided by this office.

Campus Ministry
In light of the pastoral program of the Church, this department assists the individual to attain quality formation through the designed integrative programs that will facilitate global communion.

Civil Security Unit
This department looks into the safety of persons and property on UC campus.

Community Extension Services and Development
Learning is not confined to the four walls of the classroom and this department provides the opportunities for students, teachers and staff to interact with people outside of the academe, participate in alleviating and improving the lives of, and empowering, in
particularly, the marginalized and less privileged sector of our society.

**Information Resource and Technology Advancement Center**
The IRTAC Department develops, installs and maintains all academic and administrative computer-based information systems. Guides users in formulating requirements; advises on alternatives and on the implications of new or revised computer systems/applications technology. Oversees and coordinates such activities as programming, network administration, system design, applications development, user development, user support, and computer operations.

**Guidance and Counseling Services**
In order to help the students look deeper into their personal issues and potentials, this department provides the following services: Individual Inventory Services, Testing and Evaluation Service, Counseling Services, Information Services and Scholarships Services. Job Placement programs are also arranged in coordination with the Student Affairs Office and the Colleges.

**Instructional Media Services**
This department manages the use of the school’s Function Rooms and Audio-Visual Rooms as well as of the many audio-visual equipment needed for many classroom-instructional and student-related activities.

**Library and Electronic Resource Services**
Aside from the different book titles available, this department also possesses computers with Internet capabilities in order to facilitate global learning, and electronic educational materials like videos and digital videos.
Medical and Dental Services
The health of the student body as well as of the members of the whole academic community is this department’s concern. Medical and dental services are provided by registered doctors, nurses and dentists.

Registrar’s Office
Whether of the College or the High School, this Department takes care of the archiving, maintenance and dispensing of academic records and documents of students and graduates like Transcript of Records, Diploma and pertinent Certificates of students’ academic performances.

Research Division
The university is not only a disseminator of knowledge but a producer of knowledge as well. This office helps students and teachers develop their research capabilities and skills.

Students Affairs Office
The SAO intends to respond to the needs and demands of the students in order to promote a more active and vibrant campus life. This office, moreover, trains and develops student leaders who can positively contribute to the intellectual, civic, religious as well as political ferment in society.

Students Cultural Services
This department services as the school’s catalyst in promoting the richness of the Filipino cultural heritage within and outside the university. It handles the university’s numerous cultural productions, stage plays and musicals, dance presentations as well as choral and string instruments renditions. It also looks into the training and development of student artists and performers.
Scholarship Office
The Scholarship office is in charge of disseminating information of scholarship grants available, accepting applicants for scholarship, and monitoring the development of scholars. It is also the duty of the office to provide enhancing activities for the scholars’ welfare and improvement.

VII. ACADEMIC POLICIES

A. ADMISSION AND RETENTION

1. Academic entrance requirements vary with the status of the prospective student and the program in which he desires to enroll. The university reserves the right not to accept any applicant whose qualifications do not meet the standards and requirements of the program in which he desires to enroll.

2. **NEW STUDENTS.** New students are high school graduates enrolling in the university for the first time.
   2.1. At the time of enrolment, a new student must submit his high school report card (Form 137), duly certified by the principal, his birth certificate as well as a Certificate of Good Moral Character from his principal or guidance counselor.
   2.2. Only a graduate of a recognized high school shall be considered for enrolment as a new student.

3. **TRANSFER STUDENTS.** Transfer students or transferees are those who wish to enroll in the university after having been enrolled in collegiate or technical courses in another institution. Former college students returning to the university after having enrolled in other educational institutions are also considered transfer students.
3.1. At the time of enrolment, a transferee must submit the following credentials:

3.1.1. Certificate of transfer credential from the school last attended.

3.1.2. Statement of good moral character signed by an adviser and certified by the dean or head of school, and/or the director of student affairs.

3.1.3. Informative copy of his Transcript of Records (TOR), which includes the descriptive title of the subjects taken, the number of units and the grades earned.

3.2. To be admitted, a transferee should have at least 30 units to complete, a general average of at least 2.5 grade-point average in all subjects already taken, and no more than 2 failures. He should have at least one-year residence in UC prior to graduation.

3.3. A department may choose to give a validating examination to a transferee whose average grade is below 2.5. Entrance exams administered by the Guidance Office is a requirement for the transferee’s admission to the university.

4. **CONTINUING STUDENTS.** Continuing students are those previously enrolled in the university either in the immediately preceding semester or after having stopped without enrolling elsewhere.

4.1. If in any one semester or summer session, a student failed in one-third of the units for which he is registered, he may not enroll in the same program without the written recommendation of the Dean of the college. If the student failed the second time, he may enroll in another program if accepted by the Dean of this new program. If the student failed in a similar manner the third time, he shall be disqualified from further registration in the university.
4.2. Non-academic reasons for the non-readmission are governed by the Disciplinary Rules and Regulation of the CHED and the school administration.

5. **ALIENS, NATURALIZED FILIPINOS AND STUDENTS WITH FOREIGN NAMES**

5.1. Philippine-born alien students must submit a photocopy of their Alien Certificate of Registration (ACR) and Native Born Certificate of Registration (CR), which must be certified against the original by the CHED Regional Office.

5.2. Children of naturalized Filipino citizens must submit a copy of Identification Certificate issued by the Commissioner of Immigration and certified against the original by the CHED Regional Office.

5.3. Filipino citizens whose family names are of foreign origin must submit their birth certificates issued by the Local Civil Registrar. Foreign-born alien students must submit a photocopy of their Alien Certificate of Registration (ACR), which must be certified against the original by the CHED Regional Office.

6. **FOREIGN STUDENTS**

6.1. Overseas students *(students who are still abroad)* may apply for admission in writing with the University Registrar and submit the following admission requirements:

6.1.1. Six (6) copies of the duly accomplished Personal History Statements (PHS) signed in English and in his national alphabet. PHS form is available at the Philippine Foreign Services Post in the applicant’s home country;
6.1.2. Six (6) original copies of Transcript of Scholastics Records duly authenticated by the Philippine Foreign Service Posts (PFSP) in the student’s country of origin or legal residence;

6.1.3. Six (6) copies of Notarized Affidavit of Financial Support including bank accounts or Notarized Notice of Grant for institutional scholars to cover expenses for the student’s accommodation and subsistence, as well as school dues or other incidental expenses;

6.1.4. Six (6) Photocopies of Data Page of the applicant’s passport showing the date and place of birth duly authenticated by the Philippine Foreign Service Post in the applicant’s country of origin or legal residence;

6.1.5. Remittance of ACCEPTANCE FEE OF US$ 120.00 to cover the issuance of NOTICE OF ACCEPTANCE, handling and mailing of the above documents to the Philippine Department of Foreign Affairs (DFA) and mailing of a copy of NOA to the applicant.

The above-mentioned documents are needed for the DFA to process the issuance of Student Visa.

6.2. For Foreign Students who are already in the Philippines, under any visa category may apply in the Bureau of Immigration for the change/conversion of his admission status to that of a student under section 9(f) of the Philippine Immigration Act of 1940, as amended pursuant to E.O. NO. 285

Requirements:

a) Written endorsement from the Registrar
b) NOTICE OF ACCEPTANCE
c) Six (6) copies of NOTARIZED PROOF of adequate financial support to cover expenses for the student’s accommodation and subsistence, as well as school dues and other incidental expenses;

d) Six (6) copies Original Scholastics records duly authenticated by the Philippine Foreign Service Post (PFSP) in the student’s country of origin or legal residence;

e) Six (6) original copies of Police Clearance Certificate issued by the National Police Authorities in the student’s country of origin or residence duly authenticated by the Philippine Foreign Service Post (PFSP) having consular jurisdiction over the place of student who resided in the Philippines for less than 59 days. However, for students who resided in the Philippines for more than 59 days at the time he applies for said changed/conversion of this admission status to that of a student, he shall also be required to submit the National Bureau of Investigation (NBI) clearance.

f) Six (6) original copies of Quarantine Medical Examination Certificate issued by the National Quarantine Office;

g) Six (6) copies of student’s Personal History Statement signed by the student with 2x2-inch photograph recently taken; and

h) Six (6) photocopies of the DATA Page of the applicant’s Passport stamp of the latest arrival. The passport itself shall be presented to this office for verification.

i) Remittance of Acceptance Fee of US$ 120.00 to cover the issuance of NOTICE OF ACCEPTANCE, handling and mailing of the above documents to the Bureau of Immigration, Manila
6.3. For Foreign Student who wish to transfer from one Philippines HEI’s to another.

Requirements:
   a) NOTICE OF ACCEPTANCE from accepting school;
   b) LETTER OF NO OBJECTION issued by the Bureau of Immigration
   c) Certificate of Transfer Credentials and Certificate of Good Moral Character issued by the previous school.

Scheduling of Processing of Student Visa :

For First Semester Applicant   - January 1 to April 15
For Second Semester Applicant - June 1 to September 15
For Summer Classes Application - December 1 to January 31

In accordance with the regulations of the CHED and other government agencies supervising foreign students, no foreign student may be allowed to enroll unless he can submit a valid permit to study and a student’s visa to the Registrar’s Office, Foreign Students Section.

7. **SPECIAL STUDENTS.** Special students are those who are not entitled to receive official credit for work, which they desire to take because they do not satisfy the requirements for admission to the courses or subjects, or for any reason.

   Special students may be admitted at any time to the course they wish to attend provided that:

   a) They receive approval of the Dean and/or Department Chairman for each of the courses they propose to participate in.
b) They sign an agreement in which they waive the right to receive and to demand credit for the work done (Section VIII, par. 144, Manual of Regulations for Private School, 1970, 7th edition), and pay in full the fees at the time of enrolment.

c) Special students are not eligible for any honors or privileges.

8. **GRADUATE STUDENTS.** Graduates who hold the appropriate bachelor’s degree or its equivalent are eligible for admission to studies leading to the Master’s degree. Prospective graduate students shall submit their application for admission and other requirements to the Graduate School Office within a reasonable period before the opening of each term.

B. **ENROLMENT AND WITHDRAWAL OR TRANSFER**

Every prospective student must enroll during the prescribed registration period. Detailed instructions on enrolment procedures are found in the enrolment form and are also posted on the bulletin board at enrolment time. No enrolment is possible without the necessary credentials. *Enrolment by proxy is not allowed.*

Considered a *bona fide* student of the university is one who is duly enrolled, that is, one who has submitted his valid credentials, has attended classes and has paid his fees or made arrangement for payment with the Accounting Office.

1. **CHANGING SUBJECTS.** During the enrollment period, a student may, with the approval of the Dean or the Department Chair, change subjects or program. Changes, however, are not permitted after the close of the official enrolment period.

2. **WITHDRAWAL FROM SUBJECTS AND PROGRAM.** A student may officially withdraw from his subject even after the close of
the enrollment period upon recommendation by the Dean and with the approval of the Registrar. *Withdrawal from subjects is not ordinarily approved after the midterm examination.*

Approval for withdrawal will not be given in the following cases:

a) If the accumulated number of absences from class makes up to 20% of the officially scheduled number of classes; or,

b) If the student does not have written permission to withdraw from his parents or guardian.

Since failure to withdraw officially when a student stops attending classes results in a grade of DR or Dropped, students who are contemplating withdrawal from subjects should consult with the Dean/Chair/Registrar concerning the withdrawal procedure.

3. **DROPPING FROM CLASS.** This is relative to continuing CHED Regulations. Hence, a student can only be dropped, upon the recommendation of the teacher, and with the approval of the Dean concerned.

4. **CERTIFICATE OF TRANSFER CREDENTIAL** (Formerly Honorable Dismissal). A student who desires to transfer to another school should apply for a Certificate of Transfer Credential. Such certificate will be issued only after the applicant has been cleared of all financial and property liabilities and has surrendered his ID Card.

- An informative copy of the Transcript of Records and other records will be issued with the Transfer Credential 3 days after clearance has been filed with the Office of the Registrar. The official Transcripts of Records and other documents will be mailed by the university, after the receipt of the “return slip” to the school where the student intends
to enroll. A statement of good moral character and standing may be issued to the student upon request.

5. **CROSS-ENROLMENT.** No student may enroll simultaneously in two schools without the prior approval of the Registrar. Violation of this rule may cancel the student’s right to credit for work done in either school or both.

5.1. Permission for cross-enrolment is issued by the Registrar only upon recommendation of the Dean concerned and only if the applicant is a candidate for graduation during the school year and the course is not offered during that school year in the college or is in conflict with the other subjects.

5.2. The maximum number of units for which cross-enrolment is ordinarily permitted is six (6) units during the summer term.

6. **SUMMER STUDY IN ANOTHER SCHOOL.** A student in the university may enroll in another school during summer session and obtain credit in UC only upon the prior recommendation of the Dean and/or Department Chair provided such school is duly authorized to operate.

No permit-to-study in another school during summer will be granted for the following:

a) Any subject in which the student failed in UC; or,
b) Any major, specialized or professional subject, any year.

C. **ISSUANCE OF RECORDS AND RECORD KEEPING**

1. **ISSUANCE OF STUDENT’S ACADEMIC RECORDS**
   Before a student is issued his own academic records, he/she shall be required to present an accomplished request form and clearance.
The requested records shall be released on the following schedules:

a) Ordinary Days/Period – Three (3) working days upon receipt of the accomplished clearance and payment of documents fee.

b) Enrollment Period – Five (5) working days upon receipt of the accomplished clearance and payment of documents fee.

2. ISSUANCE OF SUBSEQUENT COPY OF DIPLOMA

Issuance of subsequent copy of Diploma requires an execution of a Notarized Affidavit regarding the circumstance(s) of loss of the original copy issued and payment of re-issuance fee.

3. ISSUANCE OF STUDENT’S ACADEMIC RECORDS, DIPLOMA, ETC. TO PROXY

The proxy must present a duly notarized written authority executed by the owner of the Academic Records, Diploma, etc., before it is released to the proxy. The notarized written authority shall be kept on file in the student’s records. The notarized Written Authority should identify the proxy, address and relationship of the person granting the authority to bear the signatures of both.

4. ISSUANCE OF STUDY LOAD, GRADE SLIP, EVALUATION SHEET, APPLICATION FOR GRADUATION AND CLEARANCE.

As a rule, initial issuance of Study Load, Grade Slip, Application for Graduation and Clearances are free except for evaluation sheet. Re-issuance of these documents shall cost the requesting student to pay minimal charges.

5. WITHDRAWAL OF ENROLLMENT

A student who will withdraw his enrollment shall fill-up a Withdrawal Form and attach his study load and student copy of
the enrollment form. If the withdrawal is by proxy, present a Notarized Written Authority executed by the enrolled student granting the authority. The authority must state the name, address of the proxy and bear the signatures of both.

6. EVALUATION / ACCREDITATION OF RECORDS
Students entering in their 3rd year and 4th year proper of the four years or five year courses are advised to get a copy of the checklist/prospectus of their courses and present it to the registrar’s office for evaluation of subjects and credits earned. Evaluation or accreditation shall be extended only once, so students must keep said evaluation as their guide for the succeeding enrollment until graduation. Evaluation/accreditation of subjects and units earned for transferee must be referred to and be determined by the Academic Head/Dean.

7. CHANGING OR CORRECTION OF GRADES
As a general rule, No Changing or Correction of Grade Entry in the Grade Sheet is allowed once it has been submitted and finally encoded by the Registrar’s office, except upon teacher’s submission of an approved petition by the Vice Chancellor for Academic Affairs.

8. ADJUSTMENT OF STUDY LOAD
Adjustment of study load shall be allowed during the first week from the start of classes. Student secure adjustment form from the office of the Dean, which shall be approved by the Dean, a copy of which shall be submitted to the Registrar’s office and another copy to the Accounting Section for adjustment of fees.

9. RECORD KEEPING
To maintain secrecy and confidentiality of records, students’ records are kept in safe storeroom. Taking out of student records are prohibited except authorized by the Registrar, or as
requested by the Higher UC Officials or through a subpoena ducès tecum by the competent court. Students’ records are taken out from file should be properly recorded by authorized personnel.

D. CURRICULAR AND NON-CURRICULAR ACADEMIC REQUIREMENTS

1. The normal semestral study load is ordinarily prescribed by the program in which the student is enrolled. This load usually consists of 18 to 21 units over and above Physical Education, NSTP, and in the case of Commerce, SP, BM in the first and second years, and C.Sci. in the third year. A student is considered “full time” or carrying a full-load when he carries all subjects prescribed for his program.

a) EXCESS LOAD. Par. 134 of the Manual of Regulations also states that “students in the graduating class may be permitted a load of three units in college in excess of the regular”

b) However, PE of 2 units, NSTP of 3 units, SP of 3 units, BM of 3 units and C. Sci. of 3 units, will constitute an excess load if taken not in their curricular order.

c) A program with 21 units or above has a built-in overload granted by the CHED for such a program. Therefore, a load in excess of 21 units is strictly not allowed. If graduating, a student who wants to carry an overload needs the approval of the Vice Chancellor for Academic Affairs.

During the summer session, a student may carry a maximum of nine (9) units with no overload whatsoever.

2. SEQUENCES OF SUBJECTS. No advance subjects should be assigned to the student unless he has satisfactorily passed the pre-requisites to these subjects.
3. **NATIONAL SERVICE TRAINING PROGRAM (NSTP) Act of 2001 (R.A.9163).** All incoming freshmen students, male and female, starting SY 2002-2003, enrolled in any baccalaureate degree and in at least two-year technical-vocational or associate courses are required to complete one (1) NSTP component of their choice as a graduation requirement. The 3 NSTP programs are ROTC, CWTS and LTS.

4. **PHYSICAL EDUCATION (PE).** All students are further required to earn eight (8) units in PE during the first two years. Simultaneous enrolment in two or more basic PE courses in a particular semester is not permitted.

5. **POST-SECONDARY COURSE.** Any course taken beyond the secondary level covering a period of at least two (2) years of study shall be considered a post-secondary course.

6. **ABSENCES FROM CLASS.** The maximum number of permitted absences from class attendance should not exceed 20% of the prescribed number of class period for the course (10 absences from either a 3-unit lecture course or a 1-unit of laboratory course). Excellence in the student’s performance may however, be given consideration upon approval of the Dean of the College.

E. **CLASSROOM PROCEDURE**
A bell is rung to signify the end of class. This is followed by a ten-minute interval after which a second bell is rung to mark the beginning of the next class. Teachers and students are expected to be inside the classroom and ready for the lesson by the time the second bell rings.
At the end of each class, it is the teacher’s responsibility to ensure that the lights are turned off, the writings on the board are erased and that the tables and chairs are in order.

1. **Beadle.** Teacher must assign a student to be Beadle for each class. A beadle may either be elected by the class or be designated by the teacher. The following are the general responsibilities of the Beadle: Ensure that chalk and eraser are provided for (this may be obtained from the Dean’s office or property custodian office), to ensure that the blackboard is cleaned. A teacher may also assign the Beadle to assist in keeping the attendance records.

A Beadle may also dismiss the class in case the teacher is absent, provided the following conditions are met: students must wait quietly in the classroom for ten minutes (for a one hour class), or 15 minutes (for a 1.5 hour class), or 30 minutes (for a three hour class). If the teacher does not show up within the elapsed time, the Beadle must inform the Dean of the teacher’s absence so that a substitute teacher can be immediately designated to temporarily handle and supervise the class. If no substitute teacher can be designated within the next five minutes, the students may consider themselves dismissed.

2. **Tardiness.** A student who comes in the classroom fifteen (15) minutes after the second bell has rung is considered late. A student who comes in after the fifteenth minute is considered absent. A student who accumulates three (3) lates will be given one (1) cut.

3. **Cut System.** All students are expected to attend their classes. A student, however, is allowed a limited number of absences, computed as follows: three (3) times the number of class
meetings per week plus one. If a student incurs more cuts than allowed, the student receives an automatic grade of 5.0 (failure). Absences due to late registration are considered as cuts.

4. **Consultation Hour.** The University believes that academic counseling is an indispensable part of the teaching process. An Education is incomplete if it is limited merely to the classroom. As such, teachers are expected to provide students with extensive opportunities to consult and, where possible, to schedule office hours for informal discussions. A minimum of two hours per week is required of each teacher. Students are highly encouraged to make use of the consultation hour.

F. **EXAMINATIONS AND GRADING SYSTEM**

Besides regular quizzes and tests, four official general examinations are given every term: Pre-lim, Mid-term, Semi-Final and Final Examinations. Dates of these examinations are posted on bulletin boards.

a) No student is allowed to take an official examination unless he presents an Admit-to-Exam Slip issued by the Accounting office.

b) Grade reports are sent to parents by mail at the end of each term.

1. **Grade Point Average.** The Grade Point Average (GPA) or weighted average is the measure of the quality of a student’s general academic performance for a regular academic term. As such, the student’s honors (dean’s list) are determined by whether or not he/she has satisfied the GPA requirement for a given academic year, which consists of two semesters.
The grade point average of a student is computed by:

a) Multiplying the grade point value on each subject by the number of units in the course, and;

b) Adding these products and dividing the result by the total number of units taken during the periodic term or year.

c) PE and NSTP grades are not included when computing the GPA.

2. **Dean’s list.** Honors (Dean’s List) are awarded at the end of each semester on the basis of the GPA average. Top three Deans Listers are determined per year level, per Program.

Academic achievement is graded in the following manner.

<table>
<thead>
<tr>
<th>GRADE</th>
<th>EQUIVALENT (Percentage)</th>
<th>INDICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>100-96</td>
<td>Excellent</td>
</tr>
<tr>
<td>1.1-1.5</td>
<td>95-90</td>
<td>Very Good</td>
</tr>
<tr>
<td>1.6-2.6</td>
<td>89-80</td>
<td>Good</td>
</tr>
<tr>
<td>2.7-2.9</td>
<td>79-77</td>
<td>Fair</td>
</tr>
<tr>
<td>3.0</td>
<td>76</td>
<td>Passing</td>
</tr>
<tr>
<td>5.0</td>
<td>Below 76</td>
<td>Failure</td>
</tr>
</tbody>
</table>

**NC** for “No Credit”  
**NG** for “No Grade”. This grade signifies that the student did not take the final examination in the subject and his performances was not satisfactory to merit a passing final grade, in spite of absence from the final examination. This grade is permanent and may not be changed subsequently.

**W** signifies that the student has officially withdrawn from the subject, It carries no penalty, academic or otherwise.

**DR** signifies that the student has unofficially withdrawn from the subject and/or has incurred absences beyond the allowable limit.
The grade “DR” is considered in the same category as a “5.0”. It disqualifies a student from receiving honors and may be a cause for non-readmission.

G. GRADUATION
Candidates for Graduation are required to apply for evaluation of their records during the semester preceding their graduation in order that any deficiency may be attended to. Dates and deadlines for evaluation are announced each semester. Application forms may be obtained from the Registrar’s Office.

1. After a candidate’s records have been evaluated and cleared, he should file an application for graduation, which is usually done a week after the enrolment period. Application forms may be obtained from the Registrar’s Office.
2. Candidates for graduation are required to accomplish their graduation clearance a day before the examinations to clear them from financial and property obligations.
3. Fines are imposed on those who file their applications late.

H. CRITERIA FOR THE SELECTION OF HONOR GRADUATES
Students may be graduated with Honors if they obtain the following Grade Point Average:

a) For Baccalaureate Courses:
   1) Summa Cum Laude–1.0 to 1.1 with no grade below 1.3.
   2) Magna Cum Laude–1.11 to 1.5 with no grade below 1.6
   3) Cum Laude – 1.6 to 2.0 with no grade below 2.0

b) For Associate Courses:
   1) With Highest Distinction–1.0 to 1.1 with no grade below 1.3
   2) With High Distinction – 1.11 to 1.50 with no grade below 1.6
   3) With Distinction – 1.6 to 2.0 with no grade below 2.0
c) **Special Awards (For Baccalaureate courses only)**

Students showing academic excellence but disqualified due to overstaying for one (1) summer, or any other valid reason will be granted the following special awards:

1) **Academic Excellence with First Honors** – 1.0 to 1.1 with no grade below 1.3  
2) **Academic Excellence with Second Honors** – 1.11 to 1.50 with no grade below 1.6  
3) **Academic Excellence with Third honors** – 1.6 to 2.0 with no grade below 2.0

Grade requirements include grades in non-academic courses such as P.E. and NSTP. The average is to be computed from the Final Grades obtained by the students starting from the First Semester of their first year to the Mid-term Grades of the last semester inclusive of their curricular program including the grades obtained at summer enrolment, if any.

The candidate must have no “Failure”, Dropped, or unremoved “Inc” marks throughout the entire curricular program.

1. **RESIDENCY**

   At the time of graduation, a candidate for:
   a. The Baccalaureate degree must have at least a residence of two years.
   b. The Associate courses must have a residence of one (1) year or two semesters.

   To determine the residency, two summers of nine (9) maximum units per summer is counted as one (1) semester. In case of excess in residence requirements due to change in curriculum
and other provisions required by the institution and by CHED, such excess will not be counted against the students.

In the case of transferees/shiftees, the subjects taken previously which are credited in the student’s current course shall be converted into semesters.

2. **LOAD REQUIREMENTS**

The candidate must have carried at least a minimum of eighteen (18) units per semester. However, if the candidate has enrolled in more than the minimum of eighteen (18) units per semester, he/she may be allowed less than this number of units during the last semester to complete his/her program within the time frame of not more than:

   a. eight (8) semesters in case of a four-year course,
   b. ten (10) semesters in case of a five-year course,
   c. six (6) semesters in case of a three-year course,
   d. four (4) semesters in case of two-year course.

However, if a student has taken courses, which are not requisites of the program, but are taken for enrichment purposes, then the additional semester/summers spent on these enrichment courses will be disregarded. **Grades in the enrichment course will, however, be considered in the computation.**

3. **IDENTIFICATION OF WOULD-BE CANDIDATES FOR HONORS**

The Dean shall identify would-be candidates for honors in his college and secure evaluative copies of their records from the Registrar. He then forwards the records, after the mid-term, to the Campus Academic Director for evaluation and presentation to the Honors Committee for deliberation two weeks after the mid-term examination. Summer graduates shall be awarded
their honors during the first semester of the succeeding school year.

4. **HONORS COMMITTEE**
   After due deliberation, the Honors Committee gives final approval of the list of Honor Students. Attendance of the majority of the members of the Honors Committee will constitute a quorum. Official publication of the list shall be made at least fifteen days before graduation. Honor students should seek clarification or request correction of the results within the week after publication.

These revised criteria shall take effect starting the First Semester of SY 2010-2011. The scheme supersedes all other previous criteria relative to the selection of honor graduates.

Candidates for honors may file complaint in consonance with the CHED regulation.

I. **FEES AND PAYMENTS**
   **PAYMENT OF FEES.** All fees are computed on the semestral or school term basis and may be paid in installment or cash.

1. **INSTALLMENT**

   After paying the entrance fee, the remaining school fees shall be paid in four (4) equal payments corresponding to the four (4) examinations periods.

   | 25% of the total assessment less down payment | Pre-Lim Exams |
   | 25% of the total assessment less down payment | Mid-Term Exams |
25% of the total assessment less down payment  |  Semi-Final Exams  
|-------------------------------------------------|------------------|
25% of the total assessment less down payment  |  Final Exams  

2. **DISCOUNT ON CASH PAYMENT**
   10% discount on tuition fee excluding non-academic subjects if paid in full (Please see deadline for full payment posted on bulletin board)

3. **CHARGING OF FEES FOR WITHDRAWAL OR TRANSFER.** A student who withdraws from any course shall be charged as follows:

<table>
<thead>
<tr>
<th>Enrolment Period</th>
<th>Registration Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within the 1st week of classes</td>
<td>10% of the Total Other Fees plus Registration fees</td>
</tr>
<tr>
<td>Within the 2nd week of classes</td>
<td>20% of the Total Other Fees plus Registration fees</td>
</tr>
<tr>
<td>After the 2nd week of classes</td>
<td>Full charges regardless of whether or not a student has actually attended classes.</td>
</tr>
</tbody>
</table>

4. **NON-PAYMENT OF ACCOUNTS.** The administration reserves the right to withhold from a student the issuance of Transcript of Records, Certificate of Transfer Credential, Certification of other records unless the student has fully settled his financial and/or property obligation with the school.

5. **TUITION CHARGES:** A student who transfer or otherwise withdraws in writing, within two weeks after the beginning of classes and who has already paid the pertinent tuition and other school fees in full or for any length longer that one month may be charged ten percent of the total amount due for the term if
he withdraws within the first week of classes, or twenty percent if within the second week of classes regardless of whether or not he has actually attended classes. However, if transfer or withdrawal is due to a justifiable reason, the student shall be charged the pertinent fees only up to and including the last month of attendance (Section 66, p. 33, Manual of Regulations for Private Schools, English Edition, 1992).

J. SCHOLARSHIPS AND FINANCIAL AID
UC offers various types of scholarship or financial assistance, such as: 1) Academic Scholarships; 2) Athletic Scholarships; 3) Cultural/Artistic Scholarships; 4) Working Scholarships; 5) Campus Ministry grants; 6) SAO Volunteer Scholarship Grants; 7) Guidance Peer Facilitators Grants; 8) Student’s Leaders Scholarship Privilege; and 9.) University Students Publication Staff Scholarship Grants

1. ACADEMIC SCHOLARSHIPS. Academic scholarships are granted in recognition of outstanding academic achievement. Under this type are the following:

   a) Full scholarships granted to High School and Elementary Honor Graduates;
   b) Scholarships granted to Dean’s Listers;
   c) Gotianuy scholarship;
   d) Menzi (MPRT) Scholarship;
   e) Don Sulpicio Scholarship
   f) Gothong Lines Scholarship
   g) Maritime Scholarships (International and Domestic Scholarships)
1.1. Privileges of Academic Scholarships for High School Honor Graduates (ao SY 2008)

<table>
<thead>
<tr>
<th>Valedictorian</th>
<th>Full Free Tuition, Miscellaneous, Laboratory and Registration Fee; Monthly Allowance; Book allowance for the entire semester.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salutatorian</td>
<td>Full Free Tuition, Miscellaneous, Laboratory and Registration Fee; Book allowance for the entire semester</td>
</tr>
<tr>
<td>First to Fifth Honorable Mention</td>
<td>Discount on Tuition Fee and pay all other Fees (Miscellaneous, Registration, and Laboratory)</td>
</tr>
<tr>
<td>6th to 10th Honorable Mention</td>
<td>Discount on Tuition Fee and pay all other Fees (Miscellaneous, Registration, and Laboratory)</td>
</tr>
</tbody>
</table>

Note: Only Scholars (Valedictorian and Salutatorian) enrolled in Courses with Board Examinations are entitled to the monthly and book allowances.

1.2. Discount for Dean’s Listers

<table>
<thead>
<tr>
<th>Grade</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 – 1.1</td>
<td>100% Tuition Fee Discount</td>
</tr>
<tr>
<td>1.2 – 1.3</td>
<td>75% Tuition Fee Discount</td>
</tr>
<tr>
<td>1.4 – 1.5</td>
<td>50% Tuition Fee Discount</td>
</tr>
</tbody>
</table>

1.3. Privileges for the International Maritime Scholarship will vary depending on the Provider or Agency sponsoring the scholarship. Most often, the Scholarship would be in the
form of Full Free Tuition, Book allowance, Free uniform, and the assurance to go on board international training vessels during the scholar’s apprenticeship.

For Domestic Maritime Scholars, providers would most often sponsor Full Free tuition, and the assurance for the scholars to go on board providers’ owned or affiliated vessels during apprenticeship.

2. **ATHLETICS SCHOLARSHIPS.** Athletic scholarships are granted to students who become members of the university’s official varsity teams: Athletics, Basketball, Volleyball, Baseball, Softball, Table Tennis, Karatedo, Chess, Sepak Takraw, and Swimming. Discounts and privileges are granted on a case-to-case basis, ranging from 10% Tuition Fee Discount to Full Free Scholarships depending on an athlete’s achievement.

3. **CAMPUS MINISTRY CHOIR, SAO VOLUNTEERS, LEADERS OF STUDENT ORGANIZATIONS , GUIDANCE PEER FACILITATORS, STUDENTS PUBLICATION GRANTS.** Students who are members of the various servicing units of the university and are active participants in their respective programs may be provided with tuition discount subject to the policies and recommendation by the Scholarship Office.

4. **CULTURAL SCHOLARSHIPS.** Students who become members of any of the following Art and Cultural organizations by virtue of participation in the art activities and cultural affairs, and maintaining good membership standing are granted scholarships by the Student Cultural Services Department in the form of Tuition Discounts ranging from 25% to a Full Free grants. The following are the Cultural Organizations: 1) UC Theatre Workshop Company; 2) UC Dance Company; 3) UC Chorus; 4) UC Technical Production; 5) UC Cheer and Dance
Team; 6) UC Symphonic and String Ensemble; 7) UC Drum & Bugle Corp; and 8) UC Brass Band

5. **WORKING SCHOLARSHIPS.** Students may apply as working scholars, provided their grades meet the cut-off grade point average required: grades of 90 and above in the case of high school graduates, and 2.5 and above for those already in college. IQ exams and Personality Test Results administered by the Guidance Office are also taken into account. Likewise, family income counts in the selection of the scholars.

**K. GENERAL POLICIES**

1. **UNIFORMS**

   Personal appearance and appropriate attire are important to the learning atmosphere at this University. The most important element of uniforms is conformity and consistency. All clothing must be neat, clean and modest. The University reserves the right to judge appropriateness for school attire.

   1.1. Female college students are required to wear the prescribed school uniform.

   1.2. The uniform is a standard statement that the University of Cebu cares about, thus, it should be worn neatly and with pride.

   1.3. A College or Department may prescribe a school uniform for its male students after authorization has been obtained from the University Students Affairs Office and approved by the Chancellor.

   1.4. Students from any College or Department with special duly approved prescribed uniform are expected to observe properly the wearing of the prescribed uniform and are required to follow the University’s dress code.
1.5. Old students must wear their complete uniform one-week after opening of classes. New students wear their complete uniform two weeks after classes begin.

1.6. Students are required to wear the prescribed uniform while on campus from Monday to Friday, except Wednesday, and in cases designated by their respective colleges.

1.7. P.E. uniform is worn during PE classes only.

1.8. The following acts are prohibited:

1.8.1. Wearing of slippers or sandals or “bakya” of whatever kind or style or shape inside the school campus;

1.8.2. Wearing of sleeveless shirts commonly known as “sando” inside the school campus;

1.8.3. Wearing of indecent, too low, too revealing or provocative clothing or dress such as but not limited to miniskirts, thin strap blouses, halter back, sleeveless and/or shirts.

1.9. Students who are not in proper uniform shall be refused entry to the school campus; except in cases endorsed by the Dean and approved by SAO.

1.10. Students caught inappropriately wearing their uniform inside and outside the campus shall be subject to disciplinary actions.

1.11. In case a student cannot wear the prescribed uniform due to a valid reason, he or she must seek for uniform exemption at the start of the classes from the SAO.

1.12. The following are the Guidelines for uniform exemption:

1.12.1. **Qualifications:**

   a) Pregnant women;
   b) Married women over 25 years old;
c) Female students who are legitimately working with entities, firms or establishments not duly owned by the applicants’ family and relatives;

d) Female students over 30 years of age;

e) Cross-enrollee;

f) Second courser, enrolled for 18 units or less; and,

g) Special Cases.

1.12.2. Requirements:

a) Application form (available at SAO);

b) Two 2x2 colored picture;

c) Authenticated married certificate (for married women only);

d) Authenticated photo copy of permit to cross enroll (for cross enrollee);

e) Authenticated Birth Certificate (for 30 years old single applicant); and,

f) Certificate of employment

1.12.3 Procedure:

a) Ask for an exemption application form from the SAO;

b) Fill-up the application form and attach/enclose the required documents with the 2x2 picture. Submit the said application form to SAO for evaluation and approval;

c) Upon approval, pay the required fees for the Exemption Card at the University Cashier;

d) Submit the receipt (proof of payment); and,

e) Claim Exemption Card.
1.12.4. **Rules:**
   a) The uniform exemption card is non-transferable and renewable every semester.
   b) The student having an exemption card must present it to the guard upon her entry in the University.
   c) Any student who uses unauthorized exemption card shall be subject to disciplinary action.

2. **HAIRCUT, LENGTH, STYLE AND COLOR**
   It is a universally accepted tenet that one’s good presentation has a significant impact on both work ethic and behavior and sets an excellent tone across the school and the community.

2.1. Students are expected to observe proper haircut, style and color, and have their hair trimmed periodically. This is an essential part of their proper grooming and personality development so that they will be trained to be always ladies and gentlemen, and take pride in the way they present themselves and the University wherever they are.

2.2. In general, the prescribed hair length for male students in colleges other than Criminology and Maritime courses shall not exceed beyond their collar line to be trimmed periodically. The Criminology and Maritime colleges shall determine their respective prescribed haircut, hairstyle and hair length.

2.3. The colleges may determine the prescribed hairstyle, hair length and/or haircut for its female students, taking into consideration the nature of their studies and the requirements of the industry or profession.

2.4. Students must avoid having outrageous, appalling, atrocious, shocking or inappropriate hairstyle and colors.
Hair must be neat, clean and modest. The University reserves the right to judge appropriateness for student’s haircut, length, style and color.

2.5. The University has the right to refuse entry to students who do not comply with the prescribed haircut, length, style and color. Repeated non-compliance of this policy shall subject the concerned student to appropriate sanctions.

3. **EARRINGS AND BODY PIERCING**
The University of Cebu considers it inappropriate for male students to wear earrings, nose ring and the like thus it is prohibited.

4. **IDENTIFICATION CARD**
4.1. The ID shall be worn at all times while inside the campus.
4.2. ID cards, which are non-transferable, shall be issued by the University Library
4.3. The sanctions for non-wearing of ID inside the campus for students are as follows:

   1\(^{st}\) Offense – Verbal warning by any authorized school official. The latter shall advise the particular Head/Dean concerned verbally or in writing about the violation, who shall, in turn, properly note or log such infraction.

   2\(^{nd}\) Offense - Head/Dean concerned shall issue written reprimand to offender.

   3\(^{rd}\) Offense - Head/Dean sends home repeated offender for the day, which shall be considered as an official absence.
4th Offense - Head/Dean recommends the student for investigation for approval of one (1) week suspension from classes of the offender, which shall be considered as official absence.

Subsequent Offenses – Same procedure and penalty as 4th Offense.

4.4. The following are prohibited and subject to disciplinary action.
   a) Using the identification card (ID) or study load belonging to other student of the school (UC)
   b) Changing the picture appearing on said (ID),
   c) Making any other change or changes to make the ID appear as his own.

**Guidelines for REPLACEMENT OF LOST ID**

**Procedure**
1. Secure a copy of the Declaration of Loss (DOL) from the Student Affairs Office (SAO).
2. Go to the Dean/Principal for the signing of DOL.
3. Go to the CSU Office for the signing of the DOL.
4. Pay the corresponding fees at the University Cashier.
5. Attach the receipt and study load to the DOL.
6. Proceed to ID system and surrender the DOL and have your ID replaced.

Issuance of the Declaration of Loss (DOL) is restricted to students who are not graduating and those who are not transferring to another school.
5. **SCHOOL INSIGNIA, LOGO AND NAME USE POLICY**

University of Cebu asserts ownership over its name, symbols and marks, which are all intended to present a positive image of the school. The purpose of the policy is to provide information and guidelines to the use of the name, symbols and marks of the University.

The use of the school insignia, logo and name requires approval from the Chancellor as recommended by the Office of Legal Affairs.

6. **RELIGIOUS DISCUSSIONS, RITES AND CELEBRATIONS.**

6.1. Proper behavior should be observed during religious rites, i.e., celebration of the Eucharist, paraliturgical celebrations.

6.2. The holding of religious discussions, rites and meetings, bible readings, lectures, discussions, etc., must be approved by the Office of the Campus Ministry for Christian Formation.

6.3. **POLICIES ON RELIGIOUS ACTIVITIES**

6.3.1. All religious activities of the different religious organizations must be coordinated with the CM office through the Spiritual Adviser/Moderator at least one week ahead of time.

6.3.2. Any religious activities done outside the Campus, the CM office shall be held responsible for any untoward incidents which may occur in said activities.

6.3.3. Confession Schedule -- Monday through Friday
6.4. RETREATS AND RECOLLECTIONS

6.4.1. Students Retreat and Recollection shall be coordinated by the Dean of a respective College / Principal with the Campus Ministry for scheduling.

6.4.2. Student/s whose Religious practice/ affiliations/ denominations do not conform to the Roman Catholic retreat and recollection / or which may run counter to the retreat / recollection activity may be exempted from attending the activity, however, shall be required to inform in writing the Dean of the College he/she/they belong/s prior to the scheduled activity.

7. RESPECT FOR FLAGS, ANTHEMS AND COLORS

7.1. When the National Anthem is being played or sung or when the flag is on parade, everyone should stand at attention and give due respect.

7.2. The same respect and regard must be given to the School Flag and the School Hymn.

8. USE OF OFFICE TELEPHONE

Office telephones are strictly for official use only. Payphones, for personal calls, are found at the Ground Floor near the EDP and the Grade School area.

9. USE OF BULLETIN BOARD

To ensure proper handling and action of all information materials for posting on bulletin boards on campus, the following rules are to be observed:
The posting of notices and posters of any kind on the bulletin board is subject to the approval of the Student Affairs Office (SAO).

Once a notice, poster or streamer is approved by SAO it will be brought to the CSU for recording before these are actually placed in areas so designated.

The Dean approves all notices, posters, streamers and information materials that originate from the department including the requests for posting by student organizations.

The University reserves the right to remove any poster, notice or streamer, even if it bears the SAO’s stamp of approval, if the same is placed on walls, doors, columns, or any other places which prohibits posting or showing of materials. Any University official or CSU personnel is hereby authorized to remove such materials upon discovery.

An information material with educational value or message is given priority for posting or distribution. Advertisements will be posted on the bulletin board for the specific purpose.

Posting of informational materials is for a minimum of one week to a maximum of one month, subject to the approval of the University.

The concerned organizations are responsible in removing their own notices, posters and streamers. If these are not removed after due date, the same shall be removed by the CSU and other school representatives.

The Bulletin Boards located in the Ground floor are reserved for UC Wide information while the boards located at the colleges/departments are for academic and non-academic announcements of the respective Colleges.
10. COMMUNICATIONS, MAILS of STUDENTS WHICH USES UC AS MAILING ADDRESS

Registered Mails received and addressed to a particular student can be obtained from the Administration Office, unless, otherwise addressed to a particular College where the student belongs.

11. INTER-PERSONAL RELATIONSHIPS

The development of personality can be best achieved through interaction with people. Genuine friendship is encouraged among students, faculty, school officials and employees.

12. STUDENTS PARTICIPATION in SCHOOL FUNCTIONS and ACTIVITIES

All students are encouraged to actively participate in all school functions and activities such as convocations, seminars, workshops, religious activities, and the like that are either sponsored by the school or other organizations to broaden their knowledge and outlook.

A student enrolled in the University of Cebu is enjoined to participate and complete at least a total of ten hours professional and educational development per semester. To qualify for credit the student’s presence is required for the duration of the activity.
13. **REGISTRATION, RECOGNITION, ACCREDITATION OF STUDENT ORGANIZATIONS, FUND DRIVES, AND SALE OF TICKETS**

Article I

**INTRODUCTION**

SECTION 1. *Title* – This Policy shall be known and referred to as the “University Policy on Student Organizations” or the “Policy” for brevity.

SECTION 2. *Definition and Purpose* – A Student Organization refers to a duly accredited student group at the University of Cebu. It significantly contributes to the development and advancement of students by enhancing the students’ awareness on their rights, duties and responsibilities and by broadening their perspectives through the exercise of sound decision and leadership style.

For a student organization to be considered “duly accredited”, it shall comply with the requirements set forth in this Policy. A “duly accredited” student organization shall enjoy the privileges and shall perform the obligations as set forth in this Policy.

SECTION 3. *Division* – A Student Organization may fall under any of the following divisions:

(a) A **University Student Organization** refers to a student organization whose members belong to two or more colleges/departments of the University.

(b) A **College Student Organization** refers to a student organization whose members composed exclusively and belonging to one college/department/course.
SECTION 4. *Classification* – A Student Organization may further be classified as follows:

(a) A **University Student Council** refers to a student organization whose officers are elected annually or appointed as provided in its Constitution and By – Laws duly ratified by the students and whose programs and projects are implemented, or whose programs and projects cover, the entire University.

This serves as the one and only university-wide student council performing the functions of a consultative, recommendatory, supervisory, project-undertaking and student representative body.

For this purpose, the University Student Council is the **UNIVERSITY OF CEBU COUNCIL OF PRESIDENTS (UCCP)**, or any organization that may be subsequently created or organized, and its Constitution and By – Laws ratified, to serve the functions as stated above.

(b) A **Student Body Organization** refers to a student organization whose officers are elected annually to organize projects/programs that redound to the extra-curricular betterment of a student body. This student organization is composed of students belonging to one college/department/course.

(c) An **Academic Student Organization** refers to a student organization which organizes projects or programs that are academic in character or those geared towards the academic betterment of its members. This student organization may be a sub-organization to a student body organization.
(d) A **Non – Academic Student Organization** refers to a student organization which organizes projects or programs which are non – academic in nature (examples are socio-cultural, sports, religious, etc.) of its members or which has outside affiliation and serves as local chapter/organization in the University. Organizations such as the fraternities, sororities, Red Cross, Junior Jaycees, and others not classified in letters (a), (b), or (c) above fall under this category.

Article II

**ACCREDITATION**

SECTION 1. **Application for Accreditation** – Any student organization may apply for accreditation with the University of Cebu through the **Student Affairs Office (SAO)** at any time subject to the submission of the following requirements:

(a) **Constitution and By – Laws**, either drafted for ratification or has been duly ratified;
(b) **Letter of Intent**, the format of which is attached to this Policy;
(c) **Complete List of Officers**, either elected or appointed in the interim;
(d) **Complete List of Members**;
(e) **Official List of Advisers/Consultants**;
(f) **Statement of Vision, Mission and Objectives**;
(g) **Semestral / Annual Calendar of Activities and Program of Expenditures**;
(h) **Endorsement Letter**, from the Dean / Chairperson for Academic Student Organizations or from the UCCP for Student Body Organizations, or from Mother/National Organization for Non – Academic Student Organizations;
The SAO, when it deems necessary, may require the submission of other requirements.

SECTION 2. **Certificate of Accreditation** – Upon full and satisfactory compliance with all the necessary requirements, the SAO shall issue a **CERTIFICATE OF ACCREDITATION** specifying the name of the Student Organization and the validity period and signed by the Director for Student Affairs: PROVIDED that the Certificate of Accreditation shall be effective for one school year starting from the date of accreditation and ending on **July 15** of every year, renewable thereafter, upon the discretion of the Director for Student Affairs: PROVIDED FURTHER, that such certificate may be revoked or cancelled by the Director for Student Affairs for violation of laws, school rules and regulations after due process has been observed.

*Without the grant of a Certificate of Accreditation, the acts of any student organization shall be deemed illegal without prejudice to disciplinary actions against its officers or members.*

SECTION 3. **Probationary Accreditation** – The SAO may grant probationary accreditation to any student organization for a specified period when it deems necessary.

SECTION 4. **Renewal** – On or before June 30 of each year, any student organization wishing for the renewal of its Certificate of Accreditation shall submit the following:

(a) **Constitution and By – Laws**, duly ratified including changes if there are any;
(b) **Letter of Intent**, the format of which is attached to this Policy;
(c) **Complete List of Officers**, duly elected;
(d) **Complete List of Members**;
(e) **Official List of Advisers/Consultants**;
(f) **Statement of Vision, Mission and Objectives**, including changes if any;
(g) **Semestral / Annual Calendar of Activities and Program of Expenditures**;
(h) **Endorsement Letter**, from the Dean / Chairperson for Academic Student Organizations or from the UCCP for Student Body Organizations, or from Mother/National Organization for Non – Academic Student Organizations;
(i) **Semestral / Annual Accomplishment Report**;
(j) **Financial Statements** of the immediately preceding School Year;

The SAO, when it deems necessary, may require the submission of other requirements.

SECTION 5. **University Student Council Privilege** – The University Student Council is given renewal privilege by virtue of the election of its officers.

SECTION 6. **Revocation of Accreditation** – The Certificate of Accreditation of any student organization may be revoked on any one of the following grounds:

(a) Failure to file renewal;
(b) Failure to comply with the requirements set forth by duly constituted authorities;
(c) Violation of school rules and regulations after due process has been observed;
Article III

OFFICERS

SECTION 1. Election/Appointment – Except on the interim, officers of any student organization shall be elected or appointed as mandated by its Constitution and By – Laws.

SECTION 2. Qualifications – In addition to the qualifications set forth in the respective Constitution and By – Laws, any officer of any student organization must have the following qualifications:

(a) Be a bonafide student of the University of Cebu;
(b) Be enrolled for a minimum of 18 units load for the semester in which he/she was chosen/elected and during his term of office;
(c) Have a weighted grade of 2.5 on the semester preceding his/her election and during his/her term of office;
(d) Not have a grade of 5.0, DR, INC and NG in any of his/her FINAL GRADES;
(e) Be of good moral character;

SECTION 3. Disqualification - No student who has been subject to disciplinary action by the SAO shall be qualified and eligible for any election/appointment.

SECTION 4. Clearance - All officers including those of the University Student Council must secure clearance from the SAO before the end of the semester/school term or before processing for enrolment, application for graduation, for transfer or for related transaction that releases them from their accountability to the student organization or enrolment from the University.
Article IV

FUNDS AND DISBURSEMENTS

SECTION 1. Membership Fees – As may be provided for in its Constitution and By – Laws, a Student Organization may collect membership fees from its members subject to the submission of a written policy to this matter and approval of the same by the Office of the University Chancellor.

The membership fees of the University Student Council (UCCP) and the Student Body Organizations shall be those agreed upon by the UCCP in consultation with the SBO’s and subject to the approval of the Office of the University Chancellor.

The collection of membership fees is a privilege granted to any student organization, which privilege must be secured prior to any collection. Any collection in contravention to this provision shall be a violation.

SECTION 2. Special Funds – A Student Organization may hold activities, programs or projects to raise funds subject to the rules and regulations governing the same as may be prescribed including the approval of the University Administration through the Executive Vice Chancellor or Vice Chancellor for Administrative Affairs.

SECTION 3. Contribution and Sale of Tickets
As a general rule, the School does not allow the selling of tickets, solicitations of contributions and the holding or organizing of fund drives by any student, member of the faculty, non-teaching personnel, support staff of the department/college of the school or by any outside individual or agency.

Request for authority to sell, solicit should be submitted to VC Administrative Affairs within a reasonable period prior to the intended
activity. It shall be the prerogative of the University whether or not to approve such kind of request.

SECTION 3. Safekeeping and Custody of Funds – Any funds collected or raised by a student organization shall be safely kept in the custody of the Treasurer, or its equivalent officer, of the student organization. For safekeeping and records monitoring, the funds shall be deposited in a bank of the student organization’s choice with its President and Treasurer as signatories in the joint account.

SECTION 4. Disbursements – Any disbursement from the funds of a student organization may be made upon approval of its governing body through a resolution subject to its Constitution and By – Laws.

Unless the Constitution and By – Laws provides its composition such as the Board of Directors or Executive Committee, the governing body must be composed of all elected officers of the student organization.

SECTION 5. Book of Accounts – A Student Organization must maintain a Book of Accounts which shall contain all the collections and disbursements made with accompanied documents or authorizations and records.

SECTION 6. Financial Reports – All student organizations shall submit financial reports as required by the SAO. The financial report must be prepared by the Treasurer, audited by the Auditor, noted by the President and Adviser and approved by the governing body through a resolution.

For the Academic Student Organizations, the financial report must also be signed by the College Dean or Department Chairperson. For the Student Body Organizations, the financial reports shall be subject to the rules and regulations prescribed by the UCCP.
Article V

STUDENT ORGANIZATION ACTIVITIES

SECTION 1. **Student Organization Activities** – All student organizations shall be guided by the Semestral / Annual Calendar of Activities in the conduct of their activities.

In holding activities, a student organization shall be subject to reasonable conditions such as notice to the SAO or the College Dean / Department Chairperson or the Vice Chancellor for Administrative Affairs.

SECTION 2. **Use of University Facilities** – Any student organization may use the facilities of the University subject to rules and regulations issued thereto. The officers of the student organizations shall be jointly responsible for any damage arising from the use thereof.

Article VI

FACULTY ADVISER / CONSULTANT

SECTION 1. **Faculty/Personnel Adviser / Consultant** – In the absence of any provision of the Constitution and By – Laws and in addition to the qualifications set forth, the Faculty/Personnel Adviser/Consultant must have been employed in the University for at least one year on the date of his/her appointment.

SECTION 2. **Duties and functions** – In addition to the functions set forth in the Constitution and By – Laws or in the absence thereof, the Faculty Adviser / Consultant shall perform the following duties and functions:
(a) Act as consultant during election of officers, and in the planning and programming of organizational activities;
(b) Make him/herself available to the organization for consultations;
(c) Make sure that activities are backed up by official permits and that these do not interfere with classes;
(d) Be present during meetings and official functions of the organizations;
(e) Be required to check and countersign the period reports of the organizations;
(f) Give guidance and inspiration to the officers and members; and
(g) Settle questions affecting the conduct and operations of the organization;

Article VII

DISCIPLINE

SECTION 1. Violation – The officers including advisers/consultants of any student organization shall be held administratively liable for any violation to the laws of the land or to the University Rules and Regulations.

a) Other offenses that may be committed by organizations

Financial Offense - for unsettled accounts with the department, colleges and the university.
Security Offense - for directly or indirectly participating in any unauthorized activity, rumble or any type of public scandal and disorder inside the campus.

Physical Offense - includes hazing and other physical injuries;

Administrative Offense - non-compliance with the rules and regulations of the university.

SECTION 2. Administrative Sanctions – For any violation to the laws of the land or to the University Rules and Regulations, the Certificate of Accreditation granted to the organization shall be revoked and the violator/s shall be reprimanded, suspended or expelled from the University, depending on the gravity of the offence committed.

The student organization concerned may, in accordance to its Constitution and By – Laws, impose sanction/s upon the erring officer/adviser/consultant/member.

SECTION 3. Sanctions for Non – Submission of Reports – For failure to, or refusal to, comply with the preparation or submission of necessary documents or reports, the officer/s concerned shall be subject to reasonable sanctions such as but not limited to holding of clearance as mentioned in this Policy.

SECTION 4. Decision – Before making any decision under this Policy, the Director for Student Affairs shall afford the officer/s, adviser/consultant or member concerned due process which includes notification of the offense committed, submission of answers or replies to the alleged offense committed and conduct of investigation.
Any decision made by the Director for Student Affairs may be appealed within five (5) school days from receipt of the decision before the Office of the Vice Chancellor for Administrative Affairs, which decision may be appealed within the same period to the Office of the Executive Vice Chancellor. The decision of the Executive Vice Chancellor shall be final and conclusive.

Article VIII

AMENDMENTS

SECTION 1. Amendments – Any amendment to this Policy shall be made with prior consultation with the student organizations.

15. HOLDING OF STUDENT RELATED ACTIVITIES

This is to ensure that student related activities, such as, but not limited to community immersions, convocations, exposure trips, seminars and workshops, conducted by the students, organizations, advisers/teachers, within and outside the campus are duly approved and consistent with the goals of the University.

To obtain the essential permit/clearance in conducting the activities, the organizers, advisers/teachers and student leaders shall observe the following procedures:

a. The authorized representative of the student organization, classroom, college shall secure the Activity Permit form and Waiver/Quitclaim from the Student Affairs Office one week before the actual date of the activity and complies with all requirements.

b. Attach the necessary form from the Instructional Media Services (IMS) for the venue and sound system reservation, if the activity
is held within the University of Cebu; the form from the Transportation Office in case the school bus is needed.

c. Accomplish the forms with the required information and attach all necessary annexes.

d. Obtain endorsement from the Dean and the Adviser of the organization for the proposed activity.

e. Submit the activity permit forms including its attachments to the Student Affairs Office and to the Head of the Civil Security Unit for the review, recommendation and endorsement of such activity to the office of the VC for Administration.

f. The VC for Administration has the prerogative to approve or not the proposed activity.

g. An appeal may be made to the Vice Chancellor for Administrative Affairs, who has the authority to approve or disapprove the same. If approved, the term and conditions of such approval shall be strictly complied with, otherwise the approval shall have no effect and the officers and organizers shall be held administratively liable.

In addition, the following rules must be observed:

a. Only duly recognized student organizations are allowed to conduct organizational activities in the university.

b. Activity permit should be secured from the Student Affairs Office (SAO) for all student-related activities.

c. For initiation rites or practices when a prerequisite for admission into membership in a fraternity, sorority or organization, the rules and regulations governing the conduct of such activity shall be strictly imposed, observed, followed and complied with. Failure to comply with this requirement is a serious misconduct of all the officers of the fraternity, sorority or organization, which is sanctionable by exclusion. If any student subjected to the initiation rites suffers any injury, loss of limb or life, the maximum sanction of expulsion shall be
imposed, without any prejudice to whatever civil and criminal liabilities that may arise therefrom.

d. The presence of the adviser or his duly authorized representative is compulsory to all activities conducted inside or outside the school campus.

e. During parties and celebrations, the faculty adviser or his duly authorized representative must stay with the group until the scheduled time permitted by the Vice Chancellor for Administrative Affairs as endorsed by the Student Affairs Office.

f. The advisers, officers principally and the members shall be responsible for any untoward incident that may occur whenever such activities are conducted without the proper permits.

g. All socials and programs of the student organization should be cleared one week before the date of the activity.

h. The officers of the organization or the class must submit a report on all student activities, which must be submitted three (3) days after each activity.

i. A Financial Statement shall also be included in the report, to be signed and attested by the President, Treasurer and any other responsible officer of the group. Any misrepresentation in the report or any misappropriation of the fund shall be sanctioned accordingly.

j. The failure to submit the required report to the Student Affairs Office may be a cause for the non-issuance of the activity permit for the next activity.

k. No student activities by any organization shall be allowed one school week before the preliminary, midterm, semi-final and final examinations.

The nature of organization activities included in this procedure are the following:
a. Mental Development/Education (symposium, lecture, immersions, forum, quiz bowls, etc.);
b. Spiritual/Religious (retreat, recollection, bible studies, etc.);
c. Community Service (tree planting, inter-barangay sportsfest, etc.);
d. Physical, Sports and Recreational (Organizational Sport Olympics, etc.);
e. Socio-cultural (Stage plays, declamation/oratorical contests, band concert);
f. Commerce/Trade/Fund-raising (disco, concerts, film showing sponsorship, raffle draw, etc.);
g. Celebrations (Anniversary, organization rites, Ring hop, Graduation Ball, etc.).

Any violations hereof are considered a serious offense and shall subject the offender to appropriate disciplinary sanctions.

14. FRATERNITIES, SORORITIES, STUDENT ORGANIZATIONS AND HAZING

Republic Act 8049, popularly known as the Anti-Hazing law provides for penalties for those responsible in case hazing is committed during the initiation rites of fraternities, sororities or student organizations. CHED Order No. 4, series of 1995 dated January 25, 1995 likewise requires the school to implement certain preventive measures against hazing and sanctions on fraternities and other student organizations. Further, DECS (now DepEd) Order No. 49, series of 1995 dated August 14, 1995 stresses the importance of informing the students about RA 8049. Finally, CHED Order No. 95, series of 1995 dated August 8, 1995 directs all schools to strictly comply with the provisions of CHED Order No. 4, series of 1995.

In view thereof and pursuant to the powers granted to all schools under the law and Sections 74, 75, 76, 77, and 78. Article XIV of the
MANUAL OF REGULATIONS FOR PRIVATE SCHOOLS, as well as the highest considerations for the welfare, well-being, safety and good discipline of all students of the University of Cebu, it is hereby promulgated for strict compliance by all concerned the following rules and regulations:

a. University of Cebu is a private juridical person, with rights, privileges and interests to be protected and upheld for its own good, well being, welfare and benefit, as well as for the common good, well-being, welfare and benefit of all its personnel and the students enrolled therein.

b. Unless otherwise directed by law or the CHED or DepEd, the University of Cebu is not against fraternities, sororities or student organizations. But being a private entity, no person or group of persons can just enter, exist, operate, or conduct its business or operations within any of the University’s campuses and premises without the University’s written consent and approval, subject to all the policies, rules and regulations that shall be established by the School Campus, if any.

c. While there is a freedom to join an association, there is also a corollary freedom not to join an association and the freedom to leave it if one so desires. No particular freedom is absolute. One freedom is always subject to the limitations of the other freedoms, laws, morals, public policy, public order, legal rights, interests and privileges of other persons, which must be equally protected and upheld.

d. No fraternity, sorority or organization is allowed to operate and conduct its operation in any campus of the University of Cebu (which is a private place owned by a private juridical entity) if it is not duly and officially recognized by and registered in campus on an annual basis every start of the school year. All essential requirements (application form, latest constitution and by-laws, complete roster of members stating therein the course, complete permanent residence address and city address, notice
to parents of the participation of their children in the groups together with registry return card and duly accomplished return card, and such other papers or documents as may be required by the University from time to time) for the annual registration and recognition of these groups should be submitted to the Students Affairs Office (SAO) not later than June 30 of every year. The application shall be acted upon (whether approved, disapproved, under probation or temporarily suspend) by the SAO within one month from June 30 of every year. However, pursuant to DECS (now DepEd) Order No. 20, Series of 1991, dated March 4, 1991, fraternities and sororities are prohibited in high school; thus, recruitment or taking in of elementary and high school students for membership in fraternities and sororities, or the formation of a fraternity or sorority in the elementary or high school department is strictly prohibited.

e. The word “organization” as defined by RA 8049, includes any student organization, club or the AFP, PNP, PMA, or officer or cadet corp of the ROTC/CAT.

f. Fraternities, sororities and student organizations, through their officers, shall police their own members. Failure to do so or to prevent any violation of any school policy, rule or regulation shall be the personal responsibility of the said officers.

g. Fraternities, sororities and student organizations are enjoined to participate in cultural events, community outreach projects and other extra-curricular activities.

h. Counseling by the group’s alumni or University guidance counselors, or tutoring by members should be availed of for those members needing one.

i. Fraternity and sororities should have monthly meetings in a council of equals known in this University as IFSA (Inter-Fraternity and Sorority Alliance). Reporting of a potential conflict to the head of a fraternity or sorority should be made a standard procedure. The head in turn will patch it up with his
counterpart. IFSA and the heads of the groups concerned should immediately inform in writing the SAO of any potential conflict, and if resolved later among themselves, how it is being resolved.

j. Parents should be informed about the participation of their children in fraternities, sororities and organizations. Consequently, all existing fraternities, sororities and organizations, through their officers, should inform in writing the parents of all their members and officers that their children are members of a fraternity, sorority or organization by registered mail with registry receipt and duly accomplished registry return card, copies of which must be furnished to the SAO, along with the latest complete List of Members duly attested by the officers of the fraternity, sorority or organization, not later than October 30. Thereafter, every school year, before the end of June, all fraternities, sororities and organizations shall submit to SAO - as one of the essential prerequisites before one can be duly and officially registered and recognized for that particular school year an updated complete ROSTER OF MEMBERS duly attested by their officers. Finally, the notice to the University for an initiation rite to be conducted should be accompanied by a furnished copy of the letter of the groups responsible officers to the parents of each of the recruits, neophytes, or applicants - together with the letter’s registry receipt and duly accomplished registry return card - informing them that their children are participating in the initiation rites of the group at a particular date, time and venue.

k. Fraternities, sororities and organizations should have an ethical code of conduct in their organizational vision and objectives which should stress brotherhood, studies, safety, productivity, creativity, community - service and nationhood, and which should form an integral part of their constitution and/or by-laws.

1. The following acts are prohibited:
1.1. Recruitment which is accompanied by deceit, or by force, violence, threat, or intimidation on the person of the recruit who refuses to join;
1.2. Recruiting or campaigning for membership any elementary or high school student;
1.3. Preventing from quitting the recruit, neophyte or applicant who initially consents to join but upon learning that hazing will be committed on his person, decides to quit the rite or the group;
1.4. Preventing the recruit, neophyte or applicant having undergone hazing from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities, through force, violence, threat or intimidation;
1.5. Conducting of an initiation rite outside of the school campus;
1.6. Conducting an initiation rite, process or activity without the required prior written notice to the University; and,
1.7. Conducting an initiation rite, process or activity without the presence of the authorized University representatives.

2. Hazing.

Any fraternity that shall commit any of the foregoing prohibitive acts shall be sufficient ground for the revocation of its recognition and make all its officers administratively liable for serious misconduct. Such officers shall be placed under disciplinary administrative investigation.

2.1. Hazing is an initiation rite or practice as a prerequisite for admission into membership in a fraternity, sorority or organization by placing the recruit, neophyte or applicant in some embarrassing or humiliating
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.

This rite or practice is prohibited in this University.

a. No initiation rite in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the SAO at least seven (7) days before the conduct of such initiation.

b. The written notice mentioned in the preceding rule shall indicate the period of the initiation activities which should be conducted only in the school premises during official school hours and school days, shall include the names of those to be subjected to such activities, and shall further contain an undertaking that no physical violence be employed by anybody during such initiation rites.

c. No initiation rites or similar activity under any name, form or manner shall be commenced or conducted without the personal presence of at least two (2) school personnel duly assigned by the school Administration. Unless other wise directed by the University, the official representatives are the Director of Student Affairs, CSU Head, Dean/Chairman of one of the recruits, neophytes or applicants, the group’s faculty adviser and one prefect of the University appointed by the CSU Head.

d. The official University representatives should be present during the entire initiation and stop it on the designated time, and it is their duty to see to it that no hazing is inflicted upon a recruit, neophyte, applicant or any person during the initiation, for which reason they are authorized to have the names of all the persons
present during the initiation registered, as well as to stop and terminate the rite at any time when in their judgment hazing is committed or attempted or about to be committed. The official University representatives shall file a report within 24 hours from the termination of the initiation rite; but in case hazing occurs, they should also file the administrative complaint/s so that an investigation can be initiated and the proper disciplinary sanction/s imposed.

e. The presence of the adviser, any member, officer, former officer or alumni of the fraternity, sorority or organization during the hazing is a prima facie evidence of participation therein as a principal, unless he prevented the commission of the acts of hazing.

f. Students – officers/ members of the fraternity, sorority, or organization who actually planned the hazing, although not present when the acts constituting the hazing were committed, shall be liable as principal and shall be sanctioned accordingly.

2. 2. The following disciplinary sanctions, without prejudice to the proper criminal and civil sanctions that shall be adjudged by the courts, shall be imposed by the University on those students found guilty after due process for violating any of the foregoing rules and regulations:

a. Expulsion from the University of a fraternity, sorority or organization officers and members directly responsible for hazing or any form of initiation rite that results to physical harm, injury, death, sodomy, rape, or mutilation; starting or taking offensive action that provokes violence; carrying of knives, sticks, pipes, guns or other deadly weapons in school; and extortion.
b. Exclusion from the University for all officers and organizing members who are not directly responsible for hazing or any form of initiation rite that results to physical harm, injury, death, sodomy, rape, or mutilation; starting or taking offensive action that provokes violence; carrying of knives, sticks, pipes, guns or other deadly weapons in school; and extortion.

c. Exclusion from the University for recruitment which is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join; or preventing from quitting a recruit, neophyte or applicant who initially consents to join but upon learning that hazing will be committed on his person, decides to quit the rite or the group; or preventing a recruit, neophyte or applicant having undergone hazing from reporting the unlawful act to his parents or guardians, to the proper school authorities, or to the police authorities, through force, violence, threat or intimidation;

d. Exclusion from the University for all officers and members conducting or who authorized the conduct of an initiation rite outside of the school; of an initiation rite without the required written notice to the University where no hazing is committed; of an initiation rite without the presence of the authorized University representatives where no hazing is committed;

e. Sixty days suspension from school of all officers of a fraternity, sorority or organization found guilty of starting action that will provoke violence (where actual violence has not been actually committed or inflicted yet, or has not actually erupted yet).

f. Thirty days suspension from school for an erring student for operating a fraternity, sorority or organization (like
holding meetings, recruitment, placing notices or ads on the bulletin board or any portion of the school premises, etc.) not expressly recognized and registered in a particular school year; or any act or activity violating committed by any officer or member in violation of any of the rules and regulations herein not particularly covered in the foregoing provisions for sanctions.

g. If any act mentioned in the preceding items (e) and (f) is committed the second time, the penalty imposed is exclusion from the school.

h. Suspension of recognition of the guilty fraternity, sorority or organization for one year for the first offense of any of the acts mentioned herein committed by any member, officer, former officer or alumni, and a permanent ban for the next offense. Suspension also includes, among others, the suspension of the privileges to operate and conduct any business in the school premises involving UC students and to use the bulletin boards and place notices or ads inside the school premises by the suspended group or its officers or members.

i. Suspension of the guilty student mentioned in paragraph (b), (c) and (d) herein also includes his/her placement under probationary status subject to good discipline or behavior during the remaining terms of his/her studies -- a violation of which shall necessitate the imposition of more serious sanctions, like exclusion.

j. Such other sanctions as may be allowed by law, without prejudice to subjecting the erring students to other disciplinary sanctions for any other act or acts that may violate any of the provisions of the Student Manual.
15. LIBRARY SERVICES

Library Hours

<table>
<thead>
<tr>
<th>Monday to Friday</th>
<th>Saturday</th>
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<tbody>
<tr>
<td>MAIN 07:30 AM– 08:00 PM</td>
<td>07:30 AM – 04:30 PM</td>
</tr>
<tr>
<td>GSL 07:30 AM– 11:30 AM</td>
<td>07:30 AM – 11:30 AM</td>
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<tr>
<td>01:30 PM– 07:30 PM</td>
<td>01:00 PM – 05:00 PM</td>
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</tbody>
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General Rules
In order to perform its functions to the satisfaction of all students the library have set these following rules:

1. **SILENCE** and proper decorum must be observed at all times in the library.
2. **CELLULAR PHONES** must be switched off while in the library.
3. **SMOKING, EATING, SLEEPING OR DOING INDUSTRIAL WORKS** are not allowed.
4. Chairs must be pushed back against the table after using and must not be transferred from one place to another.
5. The library should be kept clean and orderly.
6. Books in the reading areas should not be returned to the shelves but be left on the table or on the small shelves to avoid their being misplaced.
7. **Use of Identification Cards:**
   7.1. All *bonafide* students of the University of Cebu can borrow library materials upon presentation of **VALIDATED SCHOOL ID**. A **VALIDATED SCHOOL ID**, is a permit to enter and use library materials. It must be shown every time a student borrows library materials. This card is non-transferable. Students
caught using another School ID Card, will have the card confiscated.

7.2. **VALIDATED SCHOOL ID** must be presented when borrowing library materials at the loan desk.

7.3. Students who want to reproduce any of the library materials should ask permission from the Section in-charge, sign the book card and leave their validated School ID.

8. **Control Procedures**

8.1. Every library user should wear his ID before entering the library. NO ID, NO ENTRY.

8.2. Upon leaving the library, every student will be required to:

8.2.1. Open and show their bags, folders and big envelopes.

8.2.2. Show due date card of every library materials that are to be taken outside of the library for inspection.

9. **Rules on Borrowing Library Materials**

- Reference Books - may be borrowed for three (3) days only, renewable for another three (3) days, unless needed by other students. Students may be allowed to borrow a maximum of two (2) reference books at a time.

- Reserved Books:
  
  - May be borrowed for an hour subject to renewal if not in demand, within the library only.
  
  - They may be charged out for overnight use starting 5:00 P.M. and must be returned at 8:00 A.M. the following day.
  
  - Fiction Books - may be borrowed for one (1) week, renewable if not in demand.
A week before final examinations, books can no longer be borrowed for home use.

The following materials are to be read only in the library and within their designated section.
1. General Reference – such as encyclopedias, dictionaries, atlases, books in sets, etc.
2. Filipiniana Books

10. Steps in Borrowing Books
10.1. Students should present a Validated School ID
10.2. Student should fill-up the book card with their name (written legibly) and course & year.

11. Fines and Penalties

For overdue books:
1. Reserved Books - P 1.00 for first hour; P .50 for every succeeding hour. Including Sundays and Holidays.
2. Reference Books: P 1.00 per day including Sundays and Holidays.
3. Fiction Books: P 0.50 a day including Sundays and Holidays.
4. A fine of P 10.00 per day will be charged for unreturned reserved books and periodicals borrowed for photocopying use.

Lost Books:
Lost books must be reported immediately to the Loan Desk Officer and to be replaced or to be paid within 15 days after which charges will be reported to the Cashier’s Office to the account of the person concerned. Charges include the following:

a. Current price of the book
b. Processing Fee of P 25.00
c. Accrued fines
Others:

a. Habitual Delinquency: Students who are frequently late in returning books and willfully disregard library regulations is punished by suspension of the privilege to borrow library materials.

b. Mutilating and Stealing: Students caught stealing and mutilating library property is recommended for dropping from the university.

12. Video Tapes and Internet Policies

Video Tapes
1. All bonafide students can borrow videotapes for a period of time depending on the availability and demand of the material from the circulation section from:
   1.1. 8:00AM – 7:00 PM Monday to Friday
   1.2. 8:00 AM – 3:00 PM Saturday
2. Video tapes should be previewed before it is charged out from the loan desk.
3. Borrower should rewind the videotape before returning it back to the loan desk.
4. A fine of P 20.00/day will be charged for tapes not returned on time.
5. Lost video tape should be replaced with same title.

13. Internet
1. All bonafide students of the University of Cebu can use the Internet facilities upon presentation of their validated School ID.
2. Students are charged a very minimal amount for the use of the internet services
3. Printing of searched topics is also permitted for a fee.
4. Access to sexually explicit materials is strictly prohibited. Students caught accessing to sexually explicit sites will be dealt with accordingly.

5. Talking, eating, drinking and smoking are strictly prohibited inside the room.

6. Companions and bystanders are not allowed.

16. MEDICAL-DENTAL SERVICES

The department provides the employees, faculty members, agencies, students and employee dependents the following services:

I. Consultation
II. Physical Examination
III. Issuance of Medical Clearance
   a. SOLAS
   b. Employees (SSS, Sick Leaves, Employment)
   c. Students (Absences, referral to special doctor)
IV. Health Information Dissemination
   a. Counseling / Family Planning
   b. Individual Health Information
V. Blood Pressure Taking
VI. Dressing of Wounds
VII. Nebulization
VIII. Implement health program in the prevention and control of diseases in coordination with other government agencies.
IX. First aid services during special events (ie. Enrollment, Intramurals, etc.)
X. Nursing Student Affiliates
   a. Vital signs taking
   b. Environmental sanitation
   c. Health teaching
1.) Personal hygiene
2.) Nutrition
3.) Health information guide

XI. Free initial doses of medicines are given to students having minor ailments such as headache, abdominal pain, diarrhea, cough, colds and fever.

XII. The clinic conducts an annual physical examination to all PE1 college students.

MEDICAL SERVICES

Clinic Hours: School Days 7:00 AM to 9:00 PM | No Noon Break

1) Students with Medical/Dental Problem can avail of services on first come first serve basis and they are required to present their valid ID cards or validated study load.

2) A certification for Physical Education exemption is granted to a student by the school physician only after a thorough physical examination is completed.

3) Medical Certificates are issued only to students who are examined and treated in the school clinic by the school physician.

4) No Injection is administered except for the following purposes: In case of emergency; for immunization; and upon the request of the family physician and other health agencies for the continuance of the prescribed injection.

5) Medical certificates issued by an outside physician will be validated in the medical clinic before they are accepted.

6) Complicated cases are referred to nearby hospitals. Students may avail of the services of the school physician or they can choose their own attending physicians. Medico-legal cases are referred to government hospital.
7) Dispensing medicines in the clinic must be given to the person concerned, not to a representative sent to the clinic to avoid any untoward side effects.

8) Students shall shoulder the expense of other medicines prescribed by the school physician after consultation.

9) Only UC students, faculties, and personnel can avail of Medical/Dental services. Immediate dependents are required a waiver signed by an HRD officer.

Dental Policies and Guidelines

1) The dental clinic is open from 8:00 am –12 Noon and from 1:00 pm - 9:00 pm during school days.

2) Students who wants to avail of the school clinic’s services are required to present any of the following:
   a. Validated ID card
   b. Library card
   c. Certification from school personnel or teacher certifying that he/she is officially enrolled.

3) Dental certificates are issued only to students who had undergone tooth extraction and those with records of dental consultation.

4) Only UC students, faculty members and personnel can avail of dental services. Immediate dependents are required a waiver signed by an HRD officer.

5) Minor students seeking tooth extraction should be accompanied by parents and guardians with duly signed dental clearance.

6) Submission of medical certificate from an attending physician for students, faculty and employees who are medically compromise (e.g. Heart illness, asthmatic, diabetic, etc.)

7) Only simple tooth extraction cases are to be performed in the clinic. Impacted and third molars, prosthodontics, ortho and endo cases are referred to private dentist and hospital.
DENTAL SERVICES

1) Daily consultation and treatment
2) Annual dental examination to all first year college students, transferees, returnees, and P.E.1
3) Tooth Filling
   a. Temporary
   b. Permanent
4) Simple tooth extraction. (3rd molars and impacted molars are excluded)
5) Issuance of dental certificates/clearance for UC employees only
6) Oral Prophylaxis. Patients with periodontal problems and ulcerative gingivitis are referred to family & private dentist/hospitals.
7) Issuance of temporary exemption from classes and duties after thorough examination or upon submission of dental certificate from an attending dentist
8) Giving out of initial dosage of prescribed medicines after consultation and extraction.
9) Individual dental health instruction
10) Referral to hospitals, family & private dentist for complicated cases that needs further management

17. GUIDANCE SERVICES

1. **Counseling Service** (The heart of Guidance Services). The major goal of this service is to help individual become the person he is capable of becoming. It employs a variety of techniques to better serve the clientele.
2. **Follow – up Service**. It is concerned with what happens to students while in school or after they have left school.
3. **Information Service**. To provide progressive personal growth and development of skills, talents, habits and values through
intensive training and development seminars. This service provides information available to the clients, which are classified as occupational, educational and personal-social.

4. **Orientation Service.** The Guidance Center organizes an activity called the “Guidance Awareness Campaign”, which is designed to help students become acquainted with the different guidance personnel and be able to familiarize themselves with the different services offered by the center.

5. **Student Inventory.** This is a service, which provides a synthesis about the individual which can be used to gain an understanding of himself as he is potentially capable of becoming.

6. **Testing Service.** Different kinds of psychological tests students can avail of at the Guidance Center. It provides objective data about the client regarding his abilities, aptitude, achievement, intelligence and personality traits in addition to information obtained from interviews, reports and other sources.

7. **Peer Facilitating Program.** To train students who willingly volunteer their services and act as junior counselors who are always ready to lend a helping hand to their fellow students.

18. **STUDENT DISCIPLINE**

Consonant with the requirement that every private school shall maintain good school discipline pursuant to the recognized authority and prerogative of private schools to promulgate such rules and regulations as they may deem necessary from time to time, effective as of the date of their promulgation unless otherwise specified, and consistent with present DECS and CHED policies and in line with the proper and appropriate statutes and jurisprudence of the land, the University of Cebu hereby promulgates the following rules and regulations to govern school discipline within and outside the school campus, to wit:
THE FOLLOWING ACTS ARE CONSIDERED SERIOUS OFFENSES AND INFRACTIONS, AND PUNISHABLE POSSIBLY BY THE MAXIMUM SANCTION OF EXPULSION:

1. The following acts are considered as subject to school discipline when committed within the campus:
   1.1. Carrying a deadly weapon (guns, bladed or pointed weapons, sharpened buckle “Indian Pana”, “Batangas Knife”, “Swiss Knife”, “chako”, metal knuckles, chains and other similar weapons which could cause physical injuries or death);
   1.2. Delivery of an offensively lewd and indecent speech which contains sexual metaphors;
   1.3. Dishonesty
       1.3.1. Forging or tampering of school records, or school forms, or any other related records or written materials required by the curriculum of a particular department in school; forging or tampering of any transfer form, or securing or using such forged or tampered materials, records, forms, credentials or documents;
       1.3.2. Obtaining a falsified grade or remark in the transcript of records either for a fee or without a fee;
       1.3.3. Paying a school employee to influence him in changing the grade or remark in one’s transcript of records;
       1.3.4. Cheating in the classroom or laboratory room during any examination, experiment, or any academic exercise relative to academic requirements of the Department to which the student belongs;
       1.3.5. Using an identification (ID) card belonging to another student of the School, or by changing the picture appearing in said ID, or by making any other change or changes to make the ID appear as his own;
1.3.6. Borrowing and lending identification card and study load;
1.3.7. Taking the place of a new student seeking admission to the School, in examination designed by the Guidance Office or by any Department to test the intelligence, character, ability or aptitude of the said new student;
1.3.8. Unauthorized use of the official seal of the School or of the official seal of a School department; and contrivance, possession or use of instrument or implements or materials for forgery or falsification

1.4. Drug dependency;

1.5. Drunkenness
   1.5.1. Possession within the premises of the school campus any intoxicating materials of whatever kind or class;
   1.5.2. Entering the campus or attending class under the influence of alcohol of whatever kind or class, or intoxicating liquor, or being drunk,

1.6. Forging or tampering with school records or school forms;

1.7. Gambling
   1.7.1. Betting, and all other forms of vices, such as but not limited to, playing cards, dice “hantak”, “kabit”, “bulitsi”, “piyat-piyat”, “blackjack”, “last two”, and other forms of gambling; and,
   1.7.2. Mere possession of any gambling paraphernalia within the premises of the campus, except when said paraphernalia are to be used for school purposes or as materials or props in school plays or presentations, or
classroom plays or presentations or for similar school-related or school-required activities;

1.8. Gross misconduct
1.8.1. Insubordination;
1.8.2. Acts of subversion or such other similar acts as are inimical to the interests, safety and stability of the state; and,
1.8.3. Formation of illegal organizations, i.e., those associations or organizations whose aims and purposes are against the law, good morals, good customs, public order or public safety;
1.8.4. Assaulting any School Administrator or a student, or any member of the Faculty, or any non-teaching personnel or employee, or school representative or school security guard;
1.8.5. Fistfights, rumbles, tumultuous affrays, or any other forms of fights or physical confrontation, or any quarrel or similar forms of misconduct which may cause or tend to cause any disturbance to campus peace and tranquility, or any danger to life or limb;
1.8.6. Grave threats, light threats or intimidation on any member of the Administration, or any student or any member of the Faculty, on any non-teaching personnel, or on any employee of the School, or school representative, or school security guard;
1.8.7. Preventing or threatening Faculty members or School authorities or students from discharging their duties or from attending classes or entering the school premises; and,
1.8.8. Resistance and/or disobedience to any lawful order of the duly constituted authorities of the School, or their agents or representatives, including school security guards;

1.8.9. Estafa, theft, larceny, or other analogous crimes committed against any fellow students, Faculty member of the Administration, non-teaching personnel, or employee of the School;

1.8.10. Extorting, mulcting, or periodic unauthorized solicitations of any amount of money or quantity of good or materials, or any volume of property, from the students and/or from any person inside the school campus or premises;

1.8.11. Unauthorized fund-raising activities and solicitations of money, property, goods or the like from students, Faculty members, members of the Administration, or from the non-teaching personnel or employees of the school;

1.8.12. Unauthorized solicitations of money, property, goods or the like, from outside sources;

1.8.13. Stealing or asportation of books and other similar materials from the School libraries, laboratories, audiovisual rooms, functions rooms and other similar places in School;

1.8.14. Disrupting classes and barricading the school entrance;

1.8.15. Selling examination paper;

1.8.16. Lying at the hearing on the charges against himself;

1.8.17. Assaulting (boxing, stoning, stabbing and other forms of physical attacks or assaults) teacher, pupil, student, school personnel or security guards,

1.8.18. Beating up another student;

1.8.19. Attempting to bribe the dean / teacher;
1.8.20. Refusing to identify the student who violated a school regulation when he knew;
1.8.21. Preventing or threatening any pupil or student or school personnel from entering the school premises or attending classes or discharging their duties;
1.8.22. Failure or refusal to follow the procedure in the organization fraternities or sororities;
1.8.23. Forcing a student to become a member of a fraternity or sorority;
1.8.24. Preventing a student-member from leaving the fraternity or sorority in violation of a person’s liberty to join or not to join or to discontinue joining an organization;

1.9. Hazing;
1.10. Hooliganism;
1.11. Immorality
   1.11.1. Possession, distribution or use of any pornographic material, whether through Cellular phones, CDs, magazines posters, pictures or illustrations;
   1.11.2. Act of lasciviousness, lewd or indecent language and other similar acts inside the School campus; and,
   1.11.3. Abortion, in the case of a pregnant female student by herself or through a doctor; or by any student or aiding in abortion by a pregnant student;
   1.11.4. Immoral relationship.
1.12. Instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes
   1.12.1. Aiding, guiding, instigating, or conspiring, confederating or confabulating with other students or school authority, or member of the faculty, or non-teaching personnel of the school, or even with outsiders, to commit any violation or infraction or
transgression of any school rules and regulations; and,

1.12.2. Engaging in any unauthorized assembly within the school premises, resulting in disruption, disturbance, or stoppage of classes or any other authorized School activities, performance, stage plays, or presentations;

1.13. Malversation or misappropriation of funds of the class or student organization, or school;

1.14. Plagiarism;

1.15. Preventing or threatening any pupil or student or school personnel from entering the school premises or attending classes or discharging their duties;

1.16. Securing or using forged school records, forms and documents;

1.17. Selling, using and/or possession of prohibited drugs (marijuana, opium, shabu, cocaine etc.) and paraphernalia;

1.18. Vandalism

1.18.1. Any act causing the painting or inscription of words or figures or caricatures on any part of any School building or structure, resulting in the painting or inscription of the so-called “graffiti” in said places;

1.18.2. Destroying, defacing or dirtying any School property, walls, floors, basements, or any other portion of the School campus;

1.18.3. Removal, tearing, detaching or any other form of destruction of any authorized posters, streamers or other paraphernalia duly approved for display or posting or circulation by the proper school authorities.

1.19. Any other serious or grave misconduct, misdemeanor or offense mentioned in this Manual;
1.20. Any other serious or grave misconduct, misdemeanor or offense, or gross negligence resulting to serious injury or loss;
1.21. Any other act of infraction or misfeasance or malfeasance or violation punishable in this Manual, or under the Revised Penal Code of the Philippines, or under any special law, or under the Manual of Regulations for Private Schools, or any other existing DepEd, CHED rules, memoranda, circulars and orders.

2. The following misdemeanors are subject to school discipline although committed outside the campus and punishable, depending on the circumstances, by a possible maximum sanction of exclusion:

2.5. Assaulting a school official, teacher, personnel, security guard or representative;
2.6. Possession and/or using marijuana or any prohibited drug;
2.7. Illegal possession of deadly weapon (guns, bladed or pointed weapons, sharpened buckle, “Indian Pana”, “Batangas Knife”, “chako”, metal knuckles and other similar weapons which could cause physical injuries or death);
2.8. Seriously assaulting another person;
2.9. Hooliganism;
2.10. Hazing;
2.11. Sexual misconduct;
2.12. Immorality;
2.13. Romantic or immoral relationship with a married person (who is not the offender’s spouse)
2.14. Vandalism on either private or public buildings;
2.15. Crashing a private party, refusing to leave when requested to do so, undressing, and striking or stoning of the house/venue;
2.16. Conviction for contempt of court for disobeying a restraining order;
2.17. Being drunk and disorderly in the streets or public places in violation of an ordinance;
2.18. Inflicting physical injury or injuries to another student whether under or without the influence of liquor, and/or causing damage to property;
2.19. Challenging another to a fistfight;
2.20. Accepting a challenge and causing injury or injuries to another and/or damage to property
2.21. Unauthorized use of the name of a teacher as a co-author of an article to assure its publication;
2.22. Misconduct that affects the morale or efficiency of the school, or is adverse to the School’s good order, welfare and advancement of its students (Ref.: ANGELES VS. SISON, SCRA 26.);
2.23. Mauling of a professor or teacher off-campus;
2.24. Fistfights, rumbles, tumultuous affrays, or any other forms of fights or physical confrontation, or any quarrel or similar forms of misconduct which may cause or tend to cause any disturbance to public peace and tranquility, or any danger to life or limb, committed in any mall, store, public place or any place where the public congregate;
2.25. Grave threats, light threats or intimidation on any member of the Administration, or any student or any school employee, representative or security guard;
2.26. Drinking beer, liquor or any intoxicating drink in any store, restaurant or establishment within the radius of 100 meters from the school premises;
2.27. If still a minor student, drinking beer, liquor or any intoxicating drink in any store, restaurant or establishment in violation of the city or municipal ordinance;
2.28. Incidents committed outside the school compound on an occasion, which is not school-sponsored or connected with any activity of the school (Idem.);
2.29. Cases of violations of school policies or regulations occurring in connection with a school-sponsored activity off-campus (Idem.);
2.30. Cases where the misconduct of the student involves his status as a student or affects the good name or reputation of the school (Idem.);
2.31. Using the name of the School in academic and non-academic competitions, student conferences and other activities of the campus, without the explicit prior written recommendations of the Dean/Head of the College or Department concerned or Adviser/Moderator of the group so using the name of the school, endorsed by the Student Affairs Office (SAO), and approved by the President of the University;
2.32. Fistfights, rumbles, tumultuous affrays, or any other forms of fights or physical confrontation, or any quarrel or similar forms of misconduct which may cause or tend to cause any disturbance to public peace and tranquility, or any danger to life or limb;
2.33. Grave threats, light threats or intimidation on any member of the Administration, or any student or any school employee, representative or security guard; and,
2.34. Any other serious or grave misconduct or scandal that cast aspersion on, tarnish or damage the image or name of the school and other members of the UC academic community.
19. MISCELLANEOUS PROVISIONS

With respect to the College of Nursing and Midwifery, the College of Law, the Nautical Department and Department of Marine Engineering, which have their separate and existing Student Manual due to the peculiar circumstances of their curriculum and structure, the provisions in their said Student Manuals are hereby declared as still valid and existing and affecting insofar as they are not in conflict with, or inconsistent to, this present Student Manual shall be supplementary in character.

All existing Rules and Regulations adopted and presently implemented by the Civil Security Unit (CSU) of the School, shall continue to be in full force and effect, unless they are in conflict with, or inconsistent to, the provisions of this present Student Manual.

THE FOLLOWING ACTS ARE CONSIDERED LIGHT OFFENSES AND INFRACTIONS:

1. Smoking inside the campus;
2. Any deliberate throwing of waste papers and other forms of garbage in any part of the School campus not designated or intended or indicated as receptacle or depository of the same; and,
3. Spitting on the walls and floors of the School, or any other act deliberately designed to make the School or any of its premises dirty or unsanitary;
4. Wearing of slippers or sandals or “bakya” of whatever kind or style or shape, inside the School campus;
5. Wearing of sleeveless shirts commonly known as “sando” inside the school premises;
6. Wearing of indecent or provocative clothing or dress inside the campus;
7. Non-wearing of the prescribed school uniform when so prescribed by the college or the School, except those who may be exempted and are actually granted exemption on semestral basis;

8. Violation of haircut policy as prescribed by the college or the School;

9. Aiding, guiding, instigating, or conspiring, confederating or confabulating with other students or school authority, or member of the faculty, or non-teaching personnel of the school, or even with outsiders, to commit any slight infraction, violation or transgression of any school rules or regulations; and,

10. Engaging in any unauthorized assembly within the School premises, resulting in disruption, disturbance, or stoppage of classes or any other authorized School activities, performance, stage plays, or presentations;

11. Mutilation, or destruction of any book magazine, newspaper, and other library materials;

12. Deliberate non-returning of books and other library materials;

13. Leaving the classroom, laboratory room, experiment room, or any other room where academic requirements are being performed officially, without the knowledge or permission of the faculty member or teacher concerned.

First infraction or offense of any of these acts is punishable by warning or reprimand. However, 2ⁿᵈ or 3ʳᵈ time an offense or infraction is committed shall call for increasing sanction of reprimand, suspension or exclusion as the case may be.

**PROCEDURE IN DISCIPLINARY ADMINISTRATIVE INVESTIGATION**

A disciplinary administrative investigation is a management prerogative. It is conducted if there is a complaint, letter, report or memo pertaining to an alleged commission of an act by a
student that may be considered as an offense, wrongdoing, misconduct or violation of a school policy, rule or regulation. Disciplinary matters are those that are referred to in this Student Manual as sanctionable by Warning, Reprimand, Probation, Suspension, Exclusion or Expulsion. The complainant can be any interested party, such as a student, a parent, a school employee, an office head, the University, and others.

In the exercise of its management prerogative, the University through any of its office heads may motu proprio request for or initiate an administrative investigation of a student. Moreover, if warranted by circumstances, the University, through any of its academic or non-academic office heads, motu proprio or acting upon a directive from a University higher official, may conduct an inquiry on any matter it may deem proper and necessary for fact-finding purposes, and if the results thereof require that a disciplinary administrative investigation be conducted, the office head shall submit his memo/report with a request for such an investigation to be made by the University.

A student under investigation of a case sanctionable by exclusion or expulsion may be preventively suspended from entering the school premises if the evidence of guilt is strong. This is a deterrent to the distraction of the normal school operations that may be caused by the continued presence of the said student or for his protection from any act of vindictiveness beyond the control of the University.

The following procedure substantially complies with the requirements of due process to which every teacher is entitled before any sanction is imposed on him. Under the law and jurisprudence, administrative investigations are summary in nature, and the degree of proof sufficient to support a finding
that respondent is liable as alleged is substantial evidence. The procedure is aimed at determining whether a student being investigated for the commission of an alleged offense, misconduct or violation of the school policies, rules or regulations is liable or not, and if so the proper sanction shall be meted, but if not the case shall be dismissed.

In all cases of offenses or misconduct or violations cited in this Manual, other than sexual harassment involving a student, the following procedure shall govern:

1. **Complaint or Reporting System** – A complaint or reporting system is hereby installed whereby concerned parties are encouraged to come forward with a signed report or complaint on any violation of any school rule, regulation or policy committed by a ward - student.

2. **Who May File** – Any student, trainee, teacher, employee, administrator or any known person may report or file a complaint. The parent or guardian may also complain in behalf of his/her ward student.

3. **Where to File** – The complaint (either in form of a letter, memo, report or affidavit) or report may be filed with the SAO,/Dean/Principal (unless it is the SAO/Dean/Principal who signs the memo or report), or any University official. In all instances, said complaint or report shall be forwarded to the Chancellor for assignment to the Investigating Officer or directly to the latter for appropriate action.

4. **Report or Complaint** – The report or complaint must be in writing and contain the following information:
   4.1. The name(s) and address(es) of the complainant(s);
   4.2. The name(s) and address(es) of the respondent(s);
   4.3. The substance, cause/grounds of complaint;
   4.4. When and where the complained action happened; and
   4.5. The name(s) of any witness(es) thereto.
4.6. All pertinent papers or documents in support of the complaint are to be attached whenever practicable or available.

5. The Investigating Officer -- The Legal Office, through the Investigating Officer or Officers designated by it, after receipt of such referral from the Chancellor, Campus Director or SAO, shall determine whether or not it is sufficient to start the investigation.

If it is not sufficient yet and it is one that requires further inquiry by the Campus Director or SAO, it shall be referred back to the said officer for further inquiry.

If it is sufficient or already sufficient and endorsed again, the Legal Office shall issue the proper notice of investigation, attaching thereto the pertinent papers or documents, to the respondent.

The Investigating Officer then follows the rest of the investigation procedure, giving respondent due process before a resolution or decision or sanction is made.

6. **Furnishing Respondent with Notice of Investigation** – The investigating Officer shall immediately furnish the respondent the notice of investigation, attaching therewith a copy of the complaint, memo or report, and shall direct respondent to file a written answer, and advise him of the rights to examine the evidence against him during the investigation proper, to present his own evidence, and to counsel of his own choice, if so desired.

7. **Initial Conference/Hearing** – The Investigating Officer shall also calendar the case for an initial conference/hearing to be stated preferably in the same notice of investigation.
8. **Notification of Parents** – The parents of any student involved in the investigation, either complainant or respondent, the Investigating Officer shall notify his parents or guardians accordingly at their last known address per school records. If the parents or guardians fail to come during the investigation despite notice, the investigation shall proceed accordingly.

9. **Filing of an Answer** – Within the given period the respondent shall file an answer incorporating therein the pertinent documents in support of his/her defense.

10. **Waiver** – If respondent fails to file his answer within the period specified or fails to appear during the conference, respondent shall be deemed to have waived his right to confront the evidence against him/her and/or to present his/her evidence, and the investigation shall proceed accordingly, even ex-parte. Any decision shall be based on the evidence adduced during the investigation.

11. **Summary Judgment** - If on the basis of the pleadings/evidence on record, the Investigating Officer finds that there is sufficient ground to render judgment, it shall consider the case submitted for decision, and the parties shall be informed accordingly.

12. **Judgment Based on Position Paper** – Whenever summary judgment is not appropriate, the Investigating Officer shall direct the parties to the case to simultaneously submit the position papers with affidavits of witnesses and other supporting evidence within three (3) working days from notice of the directive or order, after which the case shall be deemed submitted for decision.

13. **Judgment After Further Investigation** – Where the Investigating Officer finds there are complicated factual issues involved which cannot be resolved through position papers, or which need further clarification for better understanding by the Committee, it shall conduct further
investigation. It may, if necessary, direct the parties and/or witnesses to appear before it to answer clarificatory questions. For this purpose, the Investigating Officers may allow the parties to submit suggested written clarificatory questions, which it may propound to the parties concerned. The Investigating Officer shall have authority to compel any member of the educational community who may have any knowledge on the case to testify during the investigation.

14. Resolution of the Case, Motion for Reconsideration and Appeal – The Investigating Officer, after evaluation of the evidence submitted by the parties, shall decide the case. The decision of the Investigating Officer is final unless appealed to the Office of the Chancellor within three (3) working days from receipt of the decision. A motion for reconsideration shall be considered an appeal. The appeal or motion for reconsideration shall state the reason or reasons why the decision of the Investigating Officer should be reversed or modified. The Chancellor shall consider the evidence adduced during the investigation conducted by the Investigating Officer. The decision of the Chancellor is final and executory. If the Investigating Officer’s decision is not appealed to the Chancellor but the recommended sanction is suspension, dismissal, exclusion or expulsion, said decision shall be subject to the Chancellor final determination whether to approve or not, or for whatever action that may be deemed necessary and proper.

15. Furnishing Copy of Decision – In any case, the complainant and respondent shall each be furnished a copy of the decision directly to them or at their last known address by personal service or by registered mail.
SPECIAL CASE: SEXUAL HARASSMENT UNDER R.A. 7877

Purpose
To prevent any form of misconduct involving act or a series of unwanted, unsolicited or uninvited acts of demanding, requesting or requiring any sexual favor from another by a person or any other individual who exercises authority, influence or moral ascendancy over another person, or individual.

Scope: In the work, training or education environment in the University of Cebu.

Possible Offender: Regardless of the sex of the potential offender and depending on the place where it is committed.

In a Training or Educational Environment:
1. Teachers
2. Instructors
3. Professors
4. Coaches
5. Trainors
6. Any other person having authority influence or moral ascendancy over another.

Under the following circumstances:

- The offender demands, requests, or otherwise requires sexual favor from the offended party.
- Grant of sexual favors is made a condition for the giving of a passing grade or the granting of honors, scholarships, or the payment stipend, allowance or other benefits, privileges or considerations.
- The sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice.
The offended party is one who is under the care, custody or supervision of the offender, or one whose education, training, apprenticeship or tutorship is interested to the offender.

**Under the following forms:**
1. **Physical:**
   1) Physical contact or malicious touching
   2) Over sexual advances
   3) Unwelcome, improper or any unnecessary gesture of sexual nature
   4) Any other suggestive expression or lewd insinuation
2. **Verbal,** such as requests or demands for sexual favors or lurid remarks.
3. **Use of objects,** pictures, letters or written notes with bold persuasive sexual underpinning, and while create a hostile, offensive or intimidating work or training environment, which is annoying or disgusting to the victim.

**Procedure**

1. **Complaint or Reporting System** - A complaint or reporting system is hereby installed whereby victims are encouraged to come forward with a report or complaint of any incident or sexual harassment and allows first for informal resolution and then, if the process fails, for formal resolution.

2. **Who May File** – Any student/trainee or employee of the University may report or file a complaint of sexual harassment. The parent or guardian may also complain in behalf of his/her ward-student.

3. **Where to File** – The complaint (either in the form of a letter, affidavit or report) may be filed with the President, Chancellor, any school official, or the Committee through its Chairman.

4. **Report or Complaint** – The report or complaint must be in writing and must contain the following information:
a. The name(s) and address(es) of the complainant(s);
b. The name(s) and address(es) of the respondent(s);
c. The substance, cause/grounds of complaint;
d. When and where the action complained of happened; and
e. The name(s) of any witness(es) thereto.

All pertinent papers or documents in support of the complaint must be attached whenever possible.

5. **Furnishing Respondent With Complaint** – The Committee shall immediately furnish the respondent a copy of the complaint and all its attachments and shall direct him/her (respondent) to file an answer within three (3) working days from receipt thereof.

6. **Initial Conference/Hearing** – The Committee shall also calendar the case for a preliminary conference for the purpose of arriving at an amicable settlement. The parties shall be duly informed of the conference which shall be set immediately after filing of the answer.

7. **Notification of Parents** – If it is a student who is complaining without assistance from his parents or being charged with a sexual harassment offense, the Committee shall notify his/her parents or guardians accordingly at their last known address per school records. If the parents or guardians fail to come during the investigation despite notice, the investigation shall proceed accordingly.

8. **Filing of an Answer** – Within the period prescribed herein, the respondent shall file an answer incorporating therein all pertinent documents in support of his/her defense.

9. **Waiver** – If respondent fails to file his/her answer and pertinent documents within the period specified or fails to appear during the conference, respondent shall be deemed to have waived his/her right to confront the evidence against him/her and/or to present his/her evidence and the case shall be heard ex-parte.
10. **Summary Judgment** – If on the basis of the pleadings/evidence on record, the Committee finds that there is sufficient ground to render judgment, it shall consider the case submitted for decision, and the parties shall be informed accordingly.

11. **Judgment Based on Position Paper** – Whenever summary judgment is not appropriate, the Committee shall direct the parties to the case to simultaneously submit the position papers with affidavits of witnesses and other supporting evidence within three (3) working days from notice of the directive or order, after which the case shall be deemed submitted for decision.

12. **Investigation Procedure** – Where the Committee finds that there are complicated factual issues involved which cannot be resolved through position papers, or which need further clarification for better understanding by the Committee, it shall conduct further investigation. It may, if necessary, direct the parties to appear before it to answer clarificatory questions. For this purpose, it may allow the parties to submit suggested written clarificatory questions which it may propound to the parties concerned. The Committee shall have authority to compel any member of the educational community who may have any knowledge on the case to testify before the Committee.

13. **Resolution of the Case** – The Committee after evaluation of the evidence submitted by the parties, shall decide the case. The decision of the Committee is final unless appealed to the Office of the Chancellor within three (3) working days from receipt of the decision. A motion for reconsideration shall be considered an appeal. The appeal or motion for reconsideration shall state the reason or reasons why the decision of the Committee should be reversed or modified. The Chancellor shall consider the evidence adduced during the investigation conducted by the Committee. The decision of the University Chancellor is final and executory. If the Committee’s decision is not appealed to
the Chancellor but the recommended sanction is suspension, dismissal, exclusion or expulsion, said decision shall be subject to the University Chancellor’s final determination whether to approve or not, or for whatever action he may deem necessary and proper.

CATEGORIES OF ADMINISTRATIVE PENALTIES OR SANCTIONS

A. Light Offenses/Infractions:
1. Warning – To inform and caution the student the consequences of his/her conduct.
2. Probation – A notification that a student has been given a definite period of time on which to show marked of improvement in his/her conduct.

The probation will be terminated upon the first sign of a genuine change on the part of the student. A student who has not shown signs of improvement will be given retention or suspension.

B. Serious Offenses/Infractions:
1. Suspension: This is a punitive suspension, which is different from preventive suspension. The student is prevented from attending class and thus taking any examination, quizzes and graded recitations given during the specified period. The DepEd or CHED may not be informed as long as the period imposed does not exceed the 20% of the prescribed class days for the school year.

If the suspension period exceeds that limit, the school must advise the appropriate DepEd or CHED office, but only to notify them and not to seek their approval within 10 days from the termination of the investigation.
2. **Exclusion:** The student is excluded or dropped from the school rolls for being undesirable and transfer credentials be immediately issued.

A summary investigation shall have been conducted, and no prior approval by the DepEd or CHED is required in the imposition of the penalty.

The decision of the school on every case involving the penalty of exclusion from rolls, together with all the pertinent papers shall be filed in the school in order to afford the DepEd or CHED the opportunity to review the case in the event an appeal is taken by the party concerned within the period allowed herein.

3. **Expulsion:** This is an extreme penalty on an erring student consisting of his exclusion from admission to any public or private school in the Philippines and which requires the prior approval of the Secretary of Education.

The decision of the school on every case involving the penalty of expulsion, together with the supporting papers, shall be forwarded to the Regional Office of the DepEd or CHED within ten (10) days from the termination of each case.

**CONCLUSION**

The University of Cebu, in promulgating this Student Manual containing the school Policies, Rules and Regulations, predicates this promulgation on the fact that when a student enrolls at this institution of learning, he does so at his own volition, with the consent and guidance of his parents, guardians, supporters or
benefactor, and that once the student affixes his own customary signature to his enrollment papers or forms, it is also clearly understood by both the students and the University of Cebu that the student hereby expresses his willingness to abide by and follow the foregoing Policies, Rules and Regulation of the school, with the full consciousness that his behavior and deportment inside and outside the School Campus are subject to the disciplinary authority or high standards of the moral, educational, academic and social objectives observed, maintained and upheld by the University, with the end in view of realizing the School’s objectives of developing an authentic person who shall be cast into the moving stream of society as a responsible, disciplined and productive citizen.
ACKNOWLEDGMENT

This is to acknowledge that I have read the contents of this handbook. As a student of the University of Cebu, I shall strive to act in a manner that reinforces the values of this institution and I further promise to abide by and comply with the University of Cebu’s guiding principles as well as its policies, rules and regulations.

__________________________________________________

STUDENT’S PRINTED NAME

__________________________________________________

STUDENT’S FULL SIGNATURE

SCHOOL YEAR

COURSE

YEAR