

VIII

Student

I. OFFICE OF STUDENT SERVICES

The University, through the Office of Student Services, exercises general supervision over all student activities outside the instructional and academic areas to ensure that students undergo a holistic college experience that facilitates the attainment of their full potential.

Students are encouraged to participate in various activities that provide opportunities for spiritual, cultural, athletic, and social growth. The activities are carefully selected and scheduled to provide adequate time for study in order to ensure good academic performance. Furthermore, students are urged to take active interest and involvement in university and community affairs, particularly, participation in the various committees and divisions created by the University for such purpose.

Coordinated by the Dean of Students, the following Divisions extend student-related services:

Section 1 - STUDENT SCHOLARSHIP AND AID DIVISION (SSAD)

It is the Division that handles and processes all applications for scholarships (excluding Academic Honor scholarships), grants-in-aid and other types of financial aid.

General Statements

- A scholarship is a privilege and not a right. It carries with it certain qualifications and responsibilities.
- Scholarships also intended to develop certain values such as discipline, gratitude and service. Scholars are expected to render service to the University as required.
- Admission to Silliman is a requirement before one can be considered for a scholarship.
- Awards are granted only to full-time students (minimum load of 15 units) with demonstrated need and who have met the basic academic requirements.
- Awarding of a scholarship is limited to one member per family.

General Guidelines

- Students who wish to apply for a scholarship grant must meet the minimum requirements and submit all related documents by the set deadline. Late applications will not be accepted.
- Scholars need to re-apply to continue availing of their respective scholarships in the succeeding semesters.
- Scholars are required to sign an agreement that bind them to the terms of the scholarship.
- With the exception of incoming first year students, scholarships require that the applicant has completed at least one semester in Silliman.
- All continuing scholarship applicants who are applying for Special Scholarships and Grants-in-Aid, excluding Service Scholarships (Aid to Athletes, Band, Campus Choristers and Dance Troupe), must have served as a student assistant in the previous semester.
- Except for Service Scholarships, a student cannot be awarded more than one Special Scholarship or Grant-in-Aid.
- Recipients of Special Scholarships may apply for other financial aid, grants, or special privileges/benefits administered by the University to cover only the balance between the special scholarship and other financial aid, grants and other privileges/benefits administered by the University.
- Except for Service Scholarships, the cash equivalent of the scholarships or any excess in tuition and fees cannot be withdrawn under the "No Cash-out Policy".
- Children of faculty and staff members who are enjoying tuition benefits under the Collective Bargaining Agreement are only eligible for Service Scholarships.

Types of Scholarships

Internally Funded Scholarship

- *Portal Scholarship* - The Portal Scholarship is a tuition and work grant that assures graduation to students who maintain high academic standing. Recipients are incoming first year students belonging to the top 10% of their graduating class, with a grade average of not less than 88% and with no grade below 80% in any subject. It provides a tuition discount of 75%. Recipients are required to serve a minimum of 10 hours per week as a student assistant to supplement the assistance from the University. In addition to the grant, recipients are given priority in accommodation in the Cooperatives Dorm, should the need arises, to help them maintain affordable living standards until they finish their degree. To qualify for the grant in the succeeding semesters, the student must maintain a TQPA of “2.75” with no grade below “2.0” “F”, “W”, “INC” or “NG”. Recipients are enrolled in priority courses determined by the Scholarships and Aid Committee; excluded from this scholarship are students enrolled in Physical Therapy, Medical Technology, Nursing, and Accountancy.
- *Academic Scholarship* – Students who obtain a semester QPA of at least 3.25, with no mark of below “2.0” “F”, “W”, “INC” or “NG”, are considered for an Academic Scholarship in the following semester.
- *Academic Entrance Scholarship* – High students who graduate valedictorian, salutatorian or first honorable mention may be entitled to an Academic Entrance Scholarship which covers the down payment for admission.

Externally Funded Scholarship

These are scholarships established through a donation or endowment from alumni or friends of Silliman University. These scholarships are governed by stipulations in an agreement with the donor/s.

Types of Aid

All aids are internally funded.

- *Grants-In-Aid* - An aid is a form of financial assistance given to qualified students to help meet their financial requirements in the University. These are given to students who have been in Silliman for at least a semester. Consideration is given to students who have a semester QPA of at least “2.0” or higher, with no “F”, “W”, “INC” or “NG” mark prior to the application, and who have made reasonable efforts to meet their financial needs through self-support. These are:

Aid to Athletes

Aid to Dance Troupe Members

Aid to Band Members

Aid to Children of UCCP Ministers

(For children of practicing pastors in a local UCCP church: Recipients receive P10,000 per semester credited towards the tuition. They are required to render at least 2 hours of volunteer work per week at the Silliman University Church, Chaplaincy Center or at a local UCCP church. A semester QPA of not less than “2.5”, with no mark of “F” in any subject for continuing students and a General Average of 85% or higher for incoming first year students, is required to qualify for the grant.)

Aid to Children of AFP Personnel and Veterans (PD 577)

- *Expanded Work Study Grant* – The Expanded Work Study Grant allows recipients to work their way through college following a 6-year Work Study Program. This enables the recipients to work

4 hours a day towards the payment of their tuition, alongside a scholarship awarded by the University. To qualify for the grant in the succeeding semesters, the students must maintain a semester QPA of “2.0” with no mark below “2.0”, “F”, “W”, “INC” or “NG”.

- *Fixed Grants* – The Fixed Grant is for continuing students enrolled in any of the courses in the University. The award is based on the justification for request (financial) and the availability of unprogrammed grants-in-aid fund. A P10,000 per semester aid is credited towards the tuition fees of the recipients. Recipients of the fixed grant must be a student assistant and must have a minimum of semester QPA of “2.5” with no mark below “2.0”, “F”, “W”, “INC” or “NG”.
- *Work Grants* – Qualified students who have the desire to maximize their productivity during their vacant periods within the campus are allowed to assist in various University offices and units, upon issuance of a work grant permit from the SSAD office. Wages from these work assignments are applied to their school accounts either during the current or next school term. Student assistants are eligible to work for a maximum of four (4) hours a day, provided they carry a minimum load of 15 units and maintain a QPA of at least 2.0 with no “F” grade. Students may withdraw excess wages after full payment of tuition and fees. Work grants are renewable every semester, including summer. A student assistant is an automatic member of the SU Student Assistants Association (SUSAA).
- *Student Loan* – The Fund is available for emergency short-term loans to working students to help defray their immediate school and personal expenses. The maximum amount per loan is P1,000.00 with no interest to be charged. The loan may be availed of at least 3 times per semester and no subsequent release will be made if the student has not paid off the previous loan. The student must have rendered at least 20 hours of service the previous month to avail of the loan.

Emergency loans are extended to students for immediate school needs, such as medicines, school uniforms, purchase of textbooks, field trips, partial payment for board and lodging (for coop residents only), and other course related requirements. The maximum amount shall be determined by the Student Aid Committee in consultation with the University Treasurer. Student emergency Loan forms are available at the SSAD Office. Applications shall be considered two (2) weeks after the start of classes and loans will end a month before final exams of the current semester. The loan should be paid at the end of the semester.

Foreign Student Exchange Program

The Foreign Student Exchange Program provides an opportunity to students to spend a maximum of one (1) year at a partner university abroad for related learning and cultural immersion. The terms of the program are subject to the agreement with partner institutions and the policies of Silliman University.

General Requirements, Policies, and Guidelines of University Scholarships and Grants

As a general rule, scholarships are awarded to students who meet the minimum criteria set by the University, through the Scholarships Committee.

Criteria

- Applicant must belong to the top 10% of the graduating high school class of at least 100, and must possess a grade average of not less than 88% with no grade below 80%.
- The family annual income of the applicant is preferably not more than Php 200,000.00.
- Applicant is willing to enroll in a priority course prescribed by the University.

Application Requirements

New Applicants:

- Accomplished application form with an application letter.
- Photocopy of Form 138 (high school grade card).
- Certification of honor/graduation rank from the High School Principal.
- Latest income tax return, or a certification as non-filer from the local BIR accompanied by an affidavit executed by the parents or legal guardian stating the economic condition of the family.
- Recommendations from two (2) disinterested and reputable persons from the community, excluding politicians and relatives.
- (For children of UCCP pastors) Certification from the District Conference stating that a parent is a practicing pastor at a local UCCP church, including the name and location of the church and the duration of the parent's appointment as a pastor.

Continuing Applicants:

- Accomplished application form accompanied by a personal letter of application.
- Certification from the college of the previous semester's QPA of at least 2.5, with no grade below "2.0", "F", "W", "INC" or "NG".
- Latest income tax return or Certification as non-filer from the local BIR.
- Endorsement from the College Dean.
- Certification from the District Conference stating that her/his parent/s are practicing pastor/s to a local church (state the name & location of the church) and the duration of the appointment. (For children of UCCP pastors)

Section 2 - STUDENT HOUSING AND RESIDENCE DIVISION

Going away to college can mean major lifestyle changes for students who are living away from home for the first time. Dormitory living can make the transition easier, combining the opportunity for freedom and fun with reassuring comfort and security.

Residence life at Silliman University provides a balance between the educational and social needs of students, such as lectures and discussions, athletics, spiritual, social and cultural programs, and other experiences.

Silliman University operates regular and cooperative dormitories. These dormitories provide comfortable living conditions for approximately 800 students.

Vision

We envision a student campus housing that is safe, adequate, clean and responsive to the challenges and growing needs of student-residents for holistic integration into the Silliman community.

Mission

We strive to complement the University's goal of Christian quality education through a wholesome, safe and conducive living condition for the student-resident's total development manifested by desirable life skills and healthy lifestyles.

Objectives

- To provide living conditions with facilities that are adequate, clean, healthful, and comfortable at reasonable cost.
- To help student-residents learn useful and desirable lifestyle and study habits.
- To establish and develop human relations skills through respect for one another, cooperation, friendship, and courtesy.
- To guide student-residents and to develop in them an intelligent attitude toward recreation and use of leisure time; to recognize leisure time as an opportunity to expand one's experience.
- To train student-residents in self-management skills and democratic living through various organizations and worthwhile community activities that will ultimately contribute to the good of the society in general.
- To offer opportunities for spiritual growth and training of Christian character and the counseling program.
- To encourage student-residents to accept increasing responsibility for their own lives and the full consequences of their decisions and actions.
- To assist the university in the development of a well-rounded personality for the individual student-resident-citizen who is being prepared to take his/her place as an individual and as a member of social group/s in a democracy.

Types of Dormitories

Regular Dormitories

There are ten regular dormitories on campus. Six of these dormitories are directly supervised by dorm advisers who are also full time staff of the university. Four regular dormitories which, because of lesser capacity, are managed by dorm advisers. Two identified regular dormitories provide accommodation for high school students: Davao Home for girls and Doltz Hall for boys. The regular dormitories for students are the following:

WOMEN	MEN	COED DORMS
Channon Hall	Vernon Hall	Krosskat
Davao Home	Doltz Hall	Pulido Pad
Edith Carson Hall	Woodward	
Larena Hall		

Channon Hall - designated as dormitory for women Divinity students. It may accommodate non-divinity students if there are spaces available

COED Dormitories

KrossKat Dormitory / Pulido Pad- for eighteen years old and above and or second courser students. No dining service.

Woodward Hall- designated as dormitory for male divinity students. First floor is for married couples, second floor and third floors for men. It may accommodate non-divinity students if there are spaces available.

Occidental Hall- a guest dormitory that accommodates foreign students on short term special courses, as well as alumni, friends, and parents. No dining service.

Cooperative Dormitories

The following are the cooperative dormitories on the main campus:

WOMEN	MEN
Azucena Cottage	Ipil Cottage
Sampaguita Cottage	Molave Cottage
	Narra Cottage

There are two cooperative dormitories for women and three for men. These dormitories are designed to accommodate freshmen students. Each room accommodates six (6) residents. Two of them are big sisters (Big Sis) or big brother (Big Brod).

The Big Sisters (Big Sis) or big brothers (Big Brod) in every room carry an important role and great responsibility to her/his small sisters or brothers. He/she is a role model, a resident worthy of respect – a disciplinarian, God-fearing, and a good listener. Simply put, a Big Sis or Big Brod provides good example to her small sisters or brothers.

Cooperative dormitories are managed by advisers who are either full-time faculty or staff or selected graduate students.

The residents undertake some housekeeping tasks and assist in the meal – planning and preparation of the food with the supervision of the adviser. Every resident is required to pay 2 months for their fixed board upon enrollment. This will cover the 1st month and the last month within the semester, respectively. Succeeding payment schedule is posted to guide students and parents in settling their accounts. Unlike the regular dormitories, cooperative dorms have cooks who make marketing for food preparation everyday. It means that the marketing needs of the dorm cook is dependent on the timely payments made by the residents to the Business and Finance from where the Dorm adviser requests for cash advances for the daily marketing expenses.

At the start of the school year, the Dorm Adviser prepares the projected revenue and expenses. This shall be presented to the residents so they will be aware of where their money is going. At the end of every semester, the Adviser will present the financial statement to the residents. A copy of the statement shall be posted in a conspicuous area within the dorm.

Dormitory Officers

Each dormitory is encouraged to elect officers in order to deliberate, decide, and effect activities to enrich living experiences. The governing body for each dorm varies, but generally consists of a president, vice president, secretary, treasurer, social, sports, and religious life chairperson. Dorm meetings, scheduled regularly throughout the school year, give residents a chance to become acquainted with one another, plan activities, discuss problems, and become acquainted with dormitory and campus activities.

All inquiries regarding dormitory service should be addressed to the Student Housing and Residence Division, Office of Student Services, Second Floor, Oriental Hall.

Dormitory Big Brods and Big Sis Program

The dormitory management selects upper class residents based on their performance, to guide freshmen and new students in their adjustment to the dormitory and University life during their first year in the University. These upper class residents are selected for their leaderships experience, training, scholarships and the desire to help students. They act as liaison between freshmen and the dormitory management, and

the University in general. They assist and work closely with dormitory management in promoting pleasant living-learning atmosphere in the dormitory.

Dormitory Management Council (DMC)

The Dormitory Management Council (DMC) is composed of the advisers and the Head of the Student Housing and Residence Division (SHRD). The Dean of Students seat as an ex-officio member of the Council.

The Council elects its own officers at the start of the school year and decides on the frequency and place of its meetings. Among its functions are to define and review the policies and programs of student dormitory governments, review, appraise and advise on the implementation of dormitory rules and regulations and interpret university regulations concerning dormitories. The Council coordinates programs and activities and promotes cooperation and understanding between the management and residents of all dormitories.

Admission Policies

All High School and College Freshmen and Sophomore (undergraduate) students who are not from the city are given priority in residence halls and cottages. Limited accommodation slots are available for college juniors and seniors. Admission is based primarily on good behavior with the final approval by the SHRD office. Reservation for vacancies must be made prior to enrollment. All dormitory space reservation/application must be coursed through the Student Housing and Residence Division (SHRD) office.

A. New Applicants

1. Submit a duly accomplished Application for Dormitory Admission and Agreement form to the SHRD.
2. Be personally interviewed by the SHRD head or his/her representative.
3. Observe the schedule of payments for board & lodging, and maintenance fee

Fixed Board	
Cooperative Dormitories	Regular Dormitories
Upon enrollment or 10 days before the start of classes: Php 5,400.00 for women Php 5,800.00 for men <i>Succeeding schedule of payments will be posted in the conspicuous place within the dorm.</i>	Down Payment - 25% of the full payment Prelim Payment - 25% of the full payment Midterm Payment - 25% of the full payment Final Term Payment - 25% of the full payment

- Lodging (applicable to Regular & Coop Dorms)
- Down Payment - 25% of the full payment
- For new applicants + processing fee - P 100.00; surety deposit - P 1,000.00
- Prelim Payment - 25% of the full payment
- Midterm Payment - 25% of the full payment
- Final Term Payment - 25% of the full payment
- Summer Term (full Payment) - 40% of the full payment

4. Present the official receipt of payment together with the “print-out” marked officially enrolled then secure Dormitory Assignment Slip (DAS) from SHRD. A fine is imposed for non-submission of DAS after the prescribed date.
 - 4.1 Php 500.00 8th day after the 1st day of classes
 - 4.2 Php 1,000 15th day after the 1st day of classes
5. The parents/guardian or resident himself/herself must visit or contact the SHRD office, after making the payment, to confirm their reservation.
6. Submit the accomplished parent-guardian form and the DAS to the dormitory Adviser for room assignment.

Note: For room assignment, residents are encouraged to see or call the dormitory adviser on or before the start of classes.

B. Continuing Applicants

- Any interested and qualified resident must submit a Renewal/Clearance Form to the Dorm Adviser at least 2 weeks before the end of every semester.
- Pay the required twenty five per cent (25%) for lodging and 2-month food payment at the Business and Finance Office.
- Keep the official receipt of payment for verification purposes at the SHRD Office. Present the “print-out” marked “officially enrolled” and secure the DAS from the SHRD Office.
- Submit DAS to the dormitory adviser for room assignment. A fine is imposed for non-submission of DAS after the prescribed date.
- A resident who wishes to transfer to another dorm must seek the recommendation of the Adviser of the dorm last resided. Said application must be decided in a DMC meeting called for that purpose. The concerned resident must personally verify with the SHRD on the decision reached by the DMC regarding the said application.

Rules and Regulations

All residents are expected at all times and in all occasions to conduct themselves in a proper and irreproachable manner in accordance with the high moral, ethical, and Christian standards of the University.

General Statement

If a resident manifests a persistent lack of interest in his/her study or, by repeated failures, wastes his/her own time and that of instructors, or, if in the judgment of the university authorities, a student, by his/her general conduct, brings discredit upon the university rules and regulations, the administration reserves the right to dismiss said student (without stating the specific cause) or expel him/her, or take such other disciplinary measures as, in its judgment, the circumstances warrant.

Utmost effort will be exerted to challenge and stimulate the student to honest, conscientious effort, but the university may judiciously defer to undertake the problems of disciplining students who are not in sympathy with its purpose.

General Provisions

1. Academic excellence must at all times be the paramount consideration of all residents.
2. Submission of Dormitory Assignment Slip (DAS) to the Dormitory Management makes a student a bona fide resident.

3. Observance of dormitory rules and regulations is mandatory to all residents specifically the prohibitions on the following: smoking, drinking, illegal drugs, pornography, firearms, deadly weapons, gambling, immorality, etc.
4. Payment of board and lodging should be within the schedule of payments by term.
5. Cooperative dormitories are exclusive for incoming Freshmen residents. Only those who are chosen as big sisters (big sis) or big brother (big bro) are allowed to continue to stay in a coop dorm. A maximum of 2 big sis or big bro per room shall be allowed.
6. Continuing students who have complied with all residency renewal requirements are allowed to move into the dormitory few days before the start of classes every term with prior arrangement with the dormitory management and SHRD.
7. Students must leave the dorm at the end of every term. If a student has to stay in the dormitory after the term, a written request by the student duly approved by the Head of the Student Housing and Residence Division is required. An additional charge shall be imposed or exacted as transient fee.
8. Students may be allowed to leave their things in the dormitory for a fee at a designated area only, and if there is an available space for that purpose. Any losses shall not be charged against Silliman University or the dormitory management.
9. Recommendation from the Dormitory Adviser is required for an application of dormitory space for continuing residents.
10. Electrical appliances of residents shall be charged accordingly. Rates shall be determined by the Business & Finance Office thru the Buildings & Grounds Office.
11. During school days, all dormitories officially open at 5A.M and close at curfew. During non-school days (eg. Semestral break, Christmas break, summer vacation) all dorms are officially closed.
12. All articles not kept in their designated places may be “bingkonged”.
 - *bingcong(ed)* – confiscation of things not in their proper places to be redeemed at a price in agreement with resident officers and the Adviser.
13. Residents are urged to settle their misunderstanding amicably and to refrain from fist-fighting or violence.
14. Residents should be responsible for their own possessions. All valuables must be kept in a properly secured cabinet. Residents are advised to deposit their money in the bank. An ATM account is advised. The dormitory management is not liable for losses of residents’ belongings.
15. Any resident dishonorably removed from a dormitory will not be allowed to transfer to another dormitory. Any resident who had to leave a dormitory for other reasons and then decides to return will need deliberation by the Dormitory Management Council.

Lodging and Fixed Board Policy

Lodging

1. Dormitory space application shall be acted upon only after the payment of the required dormitory down payment and a non-refundable/non-transferable dormitory application fee of P100.00, and a refundable surety deposit of P1,000.00.
2. A resident is required to pay twenty-five percent (25%) down payment for lodging and 2 months for fixed board.
3. Lodging payment should be made within the schedule of payments as determined by term.
 - 3.1 If a student leaves the dorm before the first fifteen (15) days of classes, 25% of the semester lodging cost shall be charged.
 - 3.2 If a student leaves the dorm after the 15th day of classes, the latter shall be charged for the entire semester lodging cost.
 - 3.3 If a student moves to the dormitory at the middle of the semester and withdraws, the counting of the first fifteen (15) days will start on the day he/she moves in the dorm.

3.4 During summer school, 50% of the payments will be charged for withdrawal within the first three days of classes; 100% of the payment shall be charged after this period.

3.5 In cases of payment refund, only residents who withdraw from the dormitory upon recommendation/endorsement of the Dormitory Management and other reasons approved by the VPAA, one honorably withdraws from the university, will be granted refund.

3.6 The Office of Student Services shall not endorse the University Clearance Form of the student if the charges are not paid accordingly.

Fixed Board

1. All students staying in the dormitories are required to eat on Fixed Board in their respective dining halls.
2. Residents should provide their own table utensils such as spoons, forks, plates and etc.
 - 2.1 Meal Schedule for cooperative dormitories depends upon the convenience of the residents because the food is already set in their respective food lockers.
 - 2.2 for regular dormitories meal schedule are as follows:

Breakfast	6:15 am – 7:45 am
Lunch	11:00 am – 12:30 pm
Supper	5:30 pm – 7:00 pm
3. Appropriate attire during mealtime is expected and proper decorum shall be observed.
4. Observe table manners and courtesy towards kitchen staff.
5. Payment for meals shall be made directly at the Business and Finance (B&F) Office. The receipt must be kept and ready to be presented in case of clarification.
6. Food payment refunds are not allowed for students going home on weekends.
7. Refund for food payment may be allowed when a student shall be out of the dormitory for a period of at least five (5) consecutive days and for any of the following reasons:
 - 7.1 Field trips and other university related activities
 - 7.2 Illness that may require confinement at home or in a hospital.
 - 7.3 Emergency family concerns such a death of an immediate family member.A written certification by the Dormitory Manager is required and arrangement with the Food Service Management should be made in advance if possible. In case of emergency, the Food Supervisor should be informed immediately.

Regulations on Dorm Visitation, Study Hours, Siesta Hours, Curfew, Closed Week, Devotions and Meetings

A. Visitation Period

- Residents should entertain their visitors in the dormitory receiving area or yard only.
- Visitors are not permitted inside the rooms without the permission from the dormitory management.
- Residents should be properly dressed when entertaining visitors.
- Residents shall be responsible for the behavior of their visitors.
- No visitors are allowed after 9:00 pm.
- Dormitory management has the right to deny anyone from entering the premises.

B. Study Hours 7:00 pm – 9:00 pm (Sunday to Thursday)

- Silence should be strictly observed.
- No unauthorized and personal telephone calls.
- No inter-dorm or inter-room visitation.

- Minimize or regulate music and other sounds.
- Playing of any music instrument is strictly not allowed.
- During study hours, the students are expected to spend their time in the library or in their respective rooms or study halls.
- Study checks shall be conducted by dormitory management.
- TV viewing is not allowed. Viewing schedule shall be determined by the dorm management.
- Going to movie houses is not allowed during weekdays except when the following day is a Holiday.

D. Siesta Hours 12:30 pm – 2:00 pm daily

- No telephone and personal calls.
- No playing of any music instrument or device.
- No movie viewing (either on the laptop/TV or in the movie house).
- No playing of any game, including those on the cellular phone or laptop/tab.
- No dorm visitation or room hopping.
- Staying outside of the dorm (any area in the campus and downtown) other than for legitimate purpose (make sure to log-out before leaving the dorm; log-in upon arrival).

D. Dormitory Curfew

	Men's and Women's Dorm	High School
Sunday-Thursday evening (before a class day)	9:30PM	7:00PM
Evening before holidays and weekends (Friday-Saturday)	10:00PM	9:00PM

- Residents are expected to be in the dormitory on or before the curfew.
- Any resident who intends to come in late should obtain permission from the Dormitory Adviser.
- The door should be opened for residents who come in late, provided that this is done with the knowledge or permission of the dormitory management.
- Bed check shall be conducted by the dorm Adviser as soon as the dormitory closes. All residents are expected to manifest their physical presence by opening the door of their rooms at these times.
- Residents who came in late should not use the emergency exit as entrance to the dormitory.
- Residents who came in late should see the dormitory management before retiring to bed.

E. Closed Week

Closed week is the week immediately preceding and the examination week itself.

<u>College residents</u> mid-term exams final exams	1 week before the examination week + the exam week
<u>High School residents</u> every periodical exam	1 week before the periodical test + the periodical exam week

- Sleep-out, overnight group study, and going home are not allowed. The latter may be allowed only in emergency cases.
- No telephone and personal calls.
- No playing of any music instrument or device.
- No movie viewing (either on the laptop/TV or in the movie house).
- No playing of any game, including those on the cellular phone or laptop/tab.
- No dorm visitation or room hopping.
- Staying outside of the dorm (any area in the campus and downtown) other than for legitimate purpose (make sure to log-out before leaving the dorm; log-in upon arrival).

F. Devotions and Meetings

Devotions and meetings are integral to dorm life. Through this, students participate in the affairs of the dormitory, meeting some of their needs and attaining certain objectives of the University.

- Residents should attend dormitory devotions and meetings.
- Residents should dress properly when attending devotions and meetings.
- Devotion leaders should prepare at least a week before the scheduled date of devotion.
- Speakers should be chosen properly to fit the suggested theme and should be invited at least a week before the date of devotion.
- When inviting speakers from other religious group, the approval of the University Spiritual Life Council Office is needed.
- The “Order of Worship” should be presented to the management for advice.
- Residents are encouraged to attend Silliman Church Services.

Section 3 - GUIDANCE AND TESTING DIVISION

The Guidance and Testing Division (GTD) of Silliman University is a unit under the Office of Student Services. Its organizational structure is centralized. A counselor is assigned in each academic unit where the counselor holds office. GTD Head holds office at the Guidance Center located on the 3rd Floor of Oriental Hall. He/she coordinates and supervises all activities of the GTD.

Our Mission

We commit to provide relevant services aimed at helping students develop their full potential consistent with the institutional goal for a total Christian quality education. Our programs aim for student development towards a holistic integration characterized by integrity as well as sensitivity to societal needs and environmental concerns.

Guidance Programs and Services

The Guidance and Counseling Program of the University complements the instructional program and is geared towards fulfilling the academic, personal-social, and career needs of the students.

Counseling

Counseling, the heart of our guidance program, is conducted either individually or by group to assist individuals to arrive at self-understanding and to facilitate growth and adjustment, problem-solving, and decision-making.

Testing

Students are strongly encouraged to take psychological tests to determine their strengths and limitations through standardized instruments on aptitude, mental ability, occupational interests, personality, and personal needs. Psychological tests allow objective and realistic view of individuals.

Individual Inventory

All pertinent information about the students are maintained in cumulative and confidential folders. It aims to facilitate the students' self-awareness, self-understanding, and decision-making. The data can also be used in assessment, predicting progress and behaviors, placement, and program evaluation.

Information

This service provides students with personal-social, educational-academic and vocational-occupational information that enable them to evaluate their opportunities and to make informed judgements.

Consultation

Counselors may confer with parents, faculty and staff, and other professionals on issues affecting the mental health of their students and other referred individuals. They also confer with other professionals to facilitate help needed by their clients.

Research and Evaluation

Systematic evaluation of guidance activities is carried out and studies are conducted. The results are made available to provide information needed to develop, improve, and upgrade guidance services.

Community Outreach

Counselors establish linkages with government and non-government organizations and socio-civic groups to render pertinent services.

Enrichment and Development Programs

Personality Enhancement Program (PEP)

PEP is a unified college program for all first-year students and makes use of inter-circle activities to allow interaction among students. Various activities are conducted to help students adapt more easily to college life and their new environment and to learn more life skills.

Human Relations Training

Seminars, workshops and enrichment training on human relationships, values clarification, leadership, academic intervention and success, career development, conflict management, and other special topics related to human growth and development, are conducted by the Guidance Team for students and requesting organizations.

Peer Outreach Program

This is a formation program created to equip students who have the spirit of service to do volunteer work, with competencies needed to effectively help others. The SU POPERS, as they are called, are the extending arms of the Guidance Team in implementing University-wide programs and other guidance related activities.

Basic Job Entry Skills Seminar (BJESS) and Placement

BJESS is a whole day college-based follow-up activity that provides graduating students opportunities to acquire and develop competencies needed as they prepare for the world of work. Occupational opportunities are also available through linkages with various companies.

Academic Enhancement Program

This program assistance is for students whose cumulative QPAs fall below the requirement stipulated in the retention policy of the respective colleges. Students on this program are followed up individually or by groups to help them develop attitudes and skills needed to cope with the demands of their academic requirements. Tutors and mentors are provided.

Section 4 - STUDENT ORGANIZATIONS AND ACTIVITIES DIVISION

Silliman University has a strong program of student activities. These activities vary from student organizations to student publications, and from dramatics and music to athletics.

Students are encouraged to participate in as many activities as possible, provided these do not interfere with the greater goal of good academic work. Students are encouraged likewise to consult the Student Organizations and Activities Division (SOAD) on matters concerning student activities.

At the end of every year, the University gives awards to outstanding students who have contributed to enriching campus life. Awards for outstanding organizations are also given by the Committee on Student Organizations (SUSG-ComSO). The SOAD is actively involved in the mechanisms for these awards.

Student Affairs Committee

The Student Affairs Committee is the advisory body to the Dean of Student Services with regard to student activities. It considers matters affecting student activities brought before the attention of the Committee, studies and makes recommendations, and/or passes actions thereon. It approves the type of program or nature of entertainment to be presented as sponsored and/or co-sponsored by the student groups. It considers all student activities on- or off-campus.

The Committee is composed of representatives from the SUSG-ComSO, CSO and Office of Student Services (OSS).

SUACONA Student Center (SC)

The SUACONA (Silliman University Alumni Council of North America) Student Center is a facility provided by the University for academic and recreational use of students. Its refurbishment, along with that of the offices in the Oriental Hall, was supported by the SUACONA. The Center is a place where students can take time off to relax during their free time, study (individual or groups), practice group

presentations, work on a project, or entertain themselves with a variety of table games, newspapers and magazines, or watch TV. Use of facilities is free for students, but individuals or groups who want to use the venue for specific activities pay a certain fee. Application forms are available at the Student Center for booking.

Schedule:

Monday to Friday	8AM – 10PM
Saturday	8AM – 12 NN; 2PM – 6PM
Sunday	2AM – 5PM

Identification Cards

The ID should be carried with you at all times. It identifies you as a member of the Silliman academic community. It is necessary for a student's entry into the university, the utilization of campus services and facilities, such as the Student Center, and the enjoyment of student discounts.

During the enrollment period, first year and new students should have their pictures taken at the 2nd floor of Oriental Hall – ID Section. A temporary card is issued – and is valid until the ID is available. For continuing students, validation stickers are issued at the OSS upon submission of their ID enrollment. An additional service charge of twenty-five pesos (P25.00)/ day will be collected for validation made a month after enrollment period.

University Post Office

The Silliman Post Office is a mail distribution center located on the ground floor of the Oriental Hall. A limited number of Post Office (PO) boxes are available for rent to Silliman offices, faculty, staff, and students. If you do not have P.O. box, you may get your mail at your dormitory, college, or directly from the postal clerk.

Section 5 - INTERNATIONAL STUDENT ADVISER

An International Student Adviser oversees the needs and concerns of all foreign students from the moment they communicate with the University until they graduate from Silliman. The International Student Adviser helps ensure a holistic campus experience for foreign students, and facilitates their acculturation to local life through peer-to-peer and group activities that foster friendships among themselves and with Filipino students.

The International Student Adviser also assists in the application for admission of foreign students into the University. The Adviser serves as the point person of the University on student visa-related requirements.

It is also the International Student Adviser that provides guidance on the selection of board and lodging options either on- or off-campus. Counseling, faith-nurture and other student development-related services for foreign students are also attended to by the International Student Adviser.

All foreign student applicants are advised to communicate with the International Student Adviser for information on admission or request for assistance with their applications.

II. UNIVERSITY FACILITIES

Section 1 - UNIVERSITY CHURCH

The Silliman University Church is strategically located at the heart of the campus for a purpose. It constantly reminds us of the central focus of the teaching-learning experience in Silliman – quality Christian education. The Christian character of this education is reflective of the Protestant evangelical and reformed traditions of the faith.

While Silliman University Church is an integral part of the United Church of Christ in the Philippines, it welcomes everybody in its corporate worship and common witness. The church aims “to proclaim Jesus Christ as Lord and Savior on the campus and in the larger community, to invite all into a life of discipleship and dynamic witness.”

Through the Youth and Campus Ministry Unit, Silliman University Church provides a wide range of opportunities for students to have a personal encounter with Jesus Christ, He who said, ‘I am the Way (Via), the Truth (Veritas) and the Life (Vita).’ “Through various programs students are invited to explore the challenges of the faith in the midst of a changing world within an atmosphere of openness in a discerning community.

Programs initiated by the Church are open to everybody. One does not need to become a member to actively participate. There are various groups of the Church that cater to student needs: the Christian Youth Fellowship (CYF), the Young Adults Fellowship (YAF), the Camping Ministry, the Covenant Choir, and the Pilgrim Choir among others. The Church connects spiritual disciplines and academic learning, thereby integrating holistic growth in body, mind and spirit.

Corporate worship services on Sundays are held at 6:30 a.m. Silliman Heights, 8:00 a.m. Udarbe Chapel, 10:00 a.m. Main Church, 4:00 p.m. Main Church, 5:00 p.m. Udarbe Chapel Lawn. There is a midweek service every Wednesday at 7:00 p.m. The Sacrament of the Holy Communion is celebrated every first Sunday of the month and on Wednesday after the first Sunday. While the Church Office is open during regular office hours, you can call any of the pastors all the time for assistance and counseling.

Section 2 - CAMPUS CHAPLAINCY CENTER

The Campus Chaplaincy Center, in coordination with Silliman University Church, commits “to proclaim Jesus Christ as Savior and Lord in the Silliman community, inviting all to become Christ’s disciples so that they may live a life of services to others.”

The campus Chaplaincy Center serves the faculty, staff, and students in strengthening their spiritual lives. It also seeks to assist the various units in their religious life activities. The Center, which is guided by its three “S” goals, namely: (1) We SHARE the Good News (proclamation), (2) we SHAPE character (discipleship), and (3) We SERVE Others (service), offers the following services:

SHARE the Good News: Worship Services, Convocations, Devotions
SHAPE Character: Bible Studies, Leadership Trainings, Retreats
SERVE others: Pastoral Care and Counseling Mission Outreach

The Center offers the Scheide Chapel, a prayer and peace sanctuary, for prayer and meditation anytime of the day. Religious organizations are encouraged to use the Chapel for religious activities in the evenings.

The Center also offers the Catacombs (back of SU Church) for everyone. Students can hang out, relax, play or study over a cup of coffee. Interactive games are provided to build meaningful relationships.

Assisting in the implementation of the programs of the Center are the various church youth organizations of Silliman University Church such as: Christian Youth Fellowship and Young Adults Fellowship 20's.

The Center also coordinates with the religious student organizations in the campus, through the Council of Religious Students Organizations and the Religious Life Council of the SU Student Government.

Section 3 - UNIVERSITY LIBRARY

The Robert B. and Metta J. Silliman Library caters mainly to the research and instructional needs of University faculty, administrators, staff, and students. It is considered one of the most notable libraries in the country having been awarded Most Outstanding Library for 2007 by the Philippine Association of Academic and Research Librarians. It has a floor area of 5,973 square meters. All of its floors are air-conditioned.

The Library holdings consist of more than 200,000 volumes of books and as journals on various subjects in both print and electronic formats. It has a special collection of pamphlets, maps, clippings and other non-book resources. Special collections on environment, peace, women's studies, American studies, population, labor, socio-economic development issues, and of the Bible in different languages and versions, are also available.

In keeping up with the development in information technology, the Library has expanded its services to include internet access through its Cyber Library. Aside from the wired internet the library also has a WiFi facility. Computers for the On-line Public Access Catalog (OPAC) using the Destiny Library Manager program are available in every floor of the library.

The Library houses the World Bank Knowledge for Development Center (KDC) which is a depository of all World Bank publications, reports, and other operational documents. It also contains non-World Bank publications on economic development. Aside from the KDC, other special sections of the Library are the American Studies Resource Center (ASRC) which provides a rich source of information on American studies, the Education USA Satellite Advising Center which offers assistance to Filipinos who wish to explore post-secondary educational opportunities in the United States, and the SU-ILO knowledge Corner which contains materials on labor and other labor-related issues. A newest addition to the Library is the Fidel V. Ramos Reading Center containing books and periodical articles about the former President and those written by him. Framed photographs of Mr. Ramos are also found in the Center.

The Library has been designated as a depository of the publications of the Philippine Institute for Development Studies and the Asian Development Bank.

To enhance the security of library materials, a 3-M security system and a 32-channel CCTV camera have been installed.

Library Schedules

Regular Schedule:

Monday-Thursday

8:00 a.m.-8:00p.m.

Friday

8:00 a.m. -7:00p.m.

Saturday

8:00 a.m. -12:00 noon

1:30 p.m. - 5:30 p.m.

Sunday

1:30 p.m. - 5:30 p.m.

Schedule One Week Before and During Midterm and Final Exam Weeks

Monday- Thursday 8:00 a.m. – 9:00 p.m. Friday 8:00 a.m. - 7:00 p.m.

Saturday 8:00a.m. – 12:00noon 1:30p.m. – 5:30p.m.
Sunday 1:30p.m. – 5:30p.m.

Schedule During Semestral Break:

Monday – Friday 8:00 a.m. -12:00 nm 2:00p.m. – 4:30p.m.

Section 3 - SILLIMAN UNIVERSITY MEDICAL CENTER

Medical needs of students are served by the Silliman University Medical Center (SUMC), a major hospital located on campus. A bonafide student of the University automatically becomes a member of the Hospital Plan. Benefits and privileges under the Hospital Plan are administered by the University. Benefits under the Hospital Plan are valid only when rendered at the SUMC. To avail of the Hospital Plan benefits, a student must present a validated student identification card to the SUMC.

The benefits under the Hospital Plan are as follows:

- Free annual physical examination (salaried doctor's services only)
- Free hospital ward accommodation for a period of 30 days
- Medical and surgical professional services including consultations (salaried doctor's services only)
- Out-Patient= 100% discount on consultation (salaried doctor)
- In-Patient= 50% discount on professional medical services (salaried doctor)
- Free minor dispensary treatments (except supplies)
- Fifty percent (50%) discount for x-ray, laboratory services, dental treatment: (except CT Scan, Endoscopy/ Colonoscopy, and its supplies)

Exclusions under the Hospital Plan are as follows:

- Minor and major charges.
- Dispensary consultations outside of office hours, except in cases of emergency.
- Accommodation for private rooms except when a member of the plan pays for the difference between the private rooms and the allowable accommodation.
- Psychiatric illness, cosmetic surgery or treatment, optometric services.
- Normal obstetrical deliveries.
- Medicines and supplies.
- Medico-legal cases.
- Suicide or intentionally self-inflicted injuries.
- Hospital confinement for executive check-up, drug addiction or alcoholism and sexually transmitted diseases.

For those covered by PhilHealth, its benefits will be applied first and exhausted before the Hospital Plan benefits are applied. One is expected to pay in cash hospital bills not covered by PhilHealth or the Hospital Plan. As such, students will need to abide by the payment policies of the SUMC.

Section 4 - PRINTING AND PUBLISHING UNIT

The Printing and Publishing Unit, formerly Silliman Press, primarily serves the University and outside Silliman community. It also accepts orders for personalized letterheads, printed envelopes, birthday cards

and/ or invitations, souvenir programs, posters, tabloids, newsletters, calendars, textbooks, pamphlets, syllabi, brochures, flyers, receipts and invoices, binding of both private and public documents and manuscripts, and repair of old books.

Section 5 - CAFETERIA AND FOOD SERVICES

Aside from the main University Cafeteria, dining services are available at some dormitories, such as Edith Carson Hall, Doltz Hall, Larena Hall, Ethel Chapman Hall and Occidental Hall. These dining halls are under the supervision of the University Food Services. Questions, comments, or suggestions concerning food services may be brought to the attention of the Cafeteria Manager.

Section 6 - STUDENT PUBLICATIONS

Campus journalism and creative writing opportunities are available through various publications. The Weekly Sillimianian is one of only two weekly student papers in the country. Its creative outlet is the semestral Sillimianian Magazine. The High School Department puts out the Junior Sillimianian. The Sands and Coral, a literary journal, is published in cooperation with the Department of English and Literature. Portal is the yearbook of the graduating class. Some organizations also put out their own magazines or newssheets.

Key positions in these publications carry honoraria and are available to all students through competitive examinations. These publications are supported by the students through a publication fee. For more information, please see or contact the Director of the Office of Information and Publications, third floor, Leopoldo T. Ruiz Administration Hall.

III. STUDENT LIFE

Section 1 - UNIVERSITY CONVOCATIONS

Convocations are a means of enriching campus life at Silliman. Measures are done to make the convocation programs interesting and meaningful. Guest speakers are featured along with our own faculty members. Convocations are usually scheduled on Mondays, unless visits of resource persons fall on another day. Students are urged to attend the convocations.

Section 2 - COLLEGE ASSEMBLIES

Students are required to attend college or departmental assemblies ideally scheduled on a Monday. The college assembly features a wide variety of educational and entertaining programs that are usually sponsored by student groups within the college.

Section 3 - ATHLETICS

Silliman recognizes the importance of a strong athletics program, in addition to physical education courses that are part of the General Education program. The Athletics Department supervises a full program of intramural sports in which all students are encouraged to participate. The program runs throughout the school year and includes all organized competitive sports.

The University's varsity teams often compete against teams from other educational institutions and participate actively in national competitions sponsored by the Department of Education or the Commission on Higher Education.

Section 4 - CULTURAL AND ARTS PROGRAMS

Silliman University offers a variety of cultural programs produced by the faculty and students. The Cultural Affairs Committee adds up to the fare with a season each semester, featuring university-based, national, and international talents.

Venues for the productions are the College of Performing Arts Music Sala, the Woodward Hall Little Theater, Munting Dulaan Katipunan, and the Luce Auditorium. Some sections of the Main Library are also used for art exhibits.

Section 5 - SILLIMAN UNIVERSITY STUDENT GOVERNMENT (SUSG)

The Student Government at Silliman serves to strengthen the bonds of fellowship among the students, promote their interest, and provide opportunities for training on good citizenship. To carry out these objectives, the Student Government functions under a constitution and a set of rules and regulations. The OSS, through the SOAD, acts as the supervisory unit of the Student Government.

The Student Government is divided into three branches: the executive, the legislative and the judicial departments. The executive power is exercised by the President with the assistance of the Cabinet. The Cabinet is composed of the President, Vice President and the respective heads of the Executive Committee who shall be appointed by the president. The legislative power of the Student Government is vested in the Student Assembly. It is composed of elected representatives of the different schools and colleges.

The justice committee exercises judicial power. It is composed of the prime justice and six other justices who shall be appointed by the president upon recommendation of the Committee on Appointments.

Election of the Student Government officers is held before the close of the academic year.

Political Campaigns for Student Government Elections

- Student political rallies may be held after securing the necessary permit from the SOAD. Rallies are held at the Amphitheater or in other appropriate places as approved by the SOAD. A classroom-to-classroom campaign must be cleared and approved by the Vice President for Academic Affairs and the Directors/Deans of the schools/colleges concerned.
- Candidates and their leaders or sympathizers may speak before dormitory residents during devotional hours with arrangements made in advance with the head of the Student Housing and Residence Division and the dormitory managers. Dormitory room-to-room campaigning is not allowed.
- The other rules and procedures of the election are set by the Commission on Elections (COMELEC) of the Student Government.

Section 6 - STUDENT GRIEVANCE CENTER

Scope and Limitation

The Student Grievance Center (SGC) serves as a receiving and facilitating center for complaints and grievances from students. It has neither recommendatory nor disciplinary authority, but it undertakes follow-ups on complaints and grievances referred to it.

The SGC screens and studies the complaints and determines whether they are valid or not before they are forwarded to the office concerned for appropriate action. If there is a possibility of mediation, the office may make representations with the office concerned in order to settle amicably the complaint or grievance.

If the complaint is directed against the head of SGC, the student may directly report to the Dean of Students who shall then take the appropriate action.

Procedure for complaint Processing

A complaint is brought before the SGC either by the student complainant or by the SUSG of the student alleging misconduct or infraction, abuse of authority, poor instruction or service, or any valid cause for complaint against a fellow student, a member of the faculty, a staff, or the administration.

- The head of the SGC studies the validity of the complaint.
- If the complaint is valid, the head shall make representations with the office concerned and endorse the complaint to the said office for appropriate action.
- Once the complaint is brought to the proper office, the head of the SGC makes a series of follow-ups to ensure that the action is done.
- If no action is taken by the office concerned, the SGC head may bring up the matter to the higher office; this time, with an added complaint of inaction by the lower unit head concerned.
- If the same inaction is present in said higher office, the SGC head brings up the matter to even higher offices with added complaints of inaction until the same reaches the University President.

IV. HONOR SCHOLARSHIPS

Section 1 - HONOR SCHOLARSHIPS FOR UNDERGRADUATE STUDENTS

This scholarship is awarded to entering college freshmen and to continuing students of the University who demonstrate high academic performance every semester.

A. Entrance Honor Scholarship

Valedictorian
Salutatorian
First and Second Honorable Mention

Requirements:

Application letter addressed to the Registrar in duplicate copy.
Photocopy of the high school card (Form 138).
Certification from the High School Principal stating the honors obtained
Honor certificate signed by an alumni officer or UCCP minister (optional).

B. Continuing Honor Scholarship

- Class A Honors – must have a quality point average (QPA) of “3.50” and above with no grade below ”2.0”; with no “INC” grade); and with an academic load of not less than fifteen (15) units in the previous semester.

- Class B Honors - must have a quality point average (QPA) of “3.25” to “3.49” (with no grade below ”2.0” with no “INC” grade) with an academic load of not less than fifteen (15) units in the previous semester.

Requirement:

Application letter addressed to the Registrar stating the Quality Point Average (QPA), current year level and course in duplicate copy.

Deadline for Submission of Application:

- First Semester – on or before the fourth (4th) week after the start of classes.
- Second Semester – on or before the sixth (6th) week the start of classes.

Section 2 - HONOR SCHOLARSHIPS FOR HIGH SCHOOL

A. Entrance High School Honor Scholarship

These are for elementary pupils who graduated with honors such as:

- First Honors or Valedictorian
- Second Honors or Salutatorian

Requirements:

- Application letter addressed to the High School Principal signed by the student.
- Certification from the Elementary School Principal stating the honors obtained.

B. Continuing High School Honor Scholarship

- High School Honors – students with general average of 95% and above in the previous year.
- High School Class Honors – students with general average of 90% - 94.99% in the previous year.

Requirement:

Application letter addressed to the High School Principal and signed by the student stating his/her general average and class level in duplicate copy.

Deadline for Submission of Application: On or before the fourth week after the start of classes.

C. Cash Incentive

The recipients of honor scholarship receive a corresponding amount that varies according to type or category the student belongs.

Section 3 – Recognition of Honor

The University is vitally interested in stimulating students to a high level of scholastic achievement. Aside from awarding honor scholarships, the University each year makes official public recognition of those college students who excel in scholarship. Grades considered for honors are those earned in the recent semester/s of residence by year level. The criteria for the awards of Class, College and University Honors are based on the Rules of Procedure published each year during Honors Day.

V. ACADEMIC POLICIES

Section 1 - PRE-REGISTRATION

Students who wish to return to Silliman University the next semester may pre-register. This is doing early the initial steps of the enrolment procedure. It is not a complete enrolment. Pre-registered students must complete their enrolment at the start of the semester.

Section 2 - REGISTRATION

Silliman University will fully implement online registration and enrolment system. The system will allow student enrolment online from home, and need not come earlier than the actual start of classes. However the student must complete the processing of enrolment from the admission stage up to the stamping "ENROLLED" of his/her enrolment schedule by the Registrar.

Section 3 - CHANGE OF REGISTRATION/WITHDRAWAL

Changing of courses should, as much as possible, be done during the regular enrolment period. However, changes of registration during the week following the regular enrolment period may be entertained provided these are properly endorsed by the Dean.

For a student to be given "W", dropping of subjects should be done before the two weeks immediately prior to mid-term week. However, if withdrawal at any time is due to illness or injury, the grade to be given shall be "W".

A student who withdraws or is withdrawn from the University for any reason other than sickness or physical injury shall be charged fifty percent of tuition and other fees if he or she withdraws after the four weeks of the opening of classes up to mid-term. He shall be charged one hundred percent after mid-term week.

Section 4 - AUDITORS

A student wishing to audit a course must register for the course. He must also obtain the permission of the instructor of the course he wants to audit. An auditor takes part in all class activities, but he does not receive credit for the course.

Section 5 - GRADES AND GRADING SYSTEM

A. Grading System

Adopted Since 1955-56		Effective June 1992		Percentage Grade Equivalence Table
<i>Letter Grade</i>	<i>Quality Points</i>	<i>Numerical Ratings</i>	<i>Quality Marks</i>	<i>(AC Action 77 78:25)</i>
A	4.0	4.0, 3.9, 3.8	Excellent	97-100
A-	3.5	3.7, 3.6, 3.5, 3.4, 3.3	Very Good	93-96

Adopted Since 1955-56		Effective June 1992		Percentage Grade Equivalence Table
B	3.0	3.2, 3.1, 3.0, 2.9, 2.8	Good	89-92
B-	2.5	2.7, 2.6, 2.5, 2.4, 2.3	Above Average	85-88
C	2.0	2.2, 2.1, 2.0, 1.9, 1.8	Average	81-84
C-	1.5	1.7, 1.6, 1.5, 1.4, 1.3	Below Average	77-80
P	1.0	1.2, 1.1, 1.0	Passing	73-76
F	0.0	0.0	Failure	72 & below

In computing for the quality point average (QPA) for graduation and honors, the subjects are weighed according to the respective number of units assigned to a course.

A grade of “Inc” (Incomplete) indicates that the student has not completed all the assigned work for the course. An “Inc” must be completed within the following term in the semester in which the course was taken; otherwise the grade automatically becomes “NC” for “No Credit”, or “NG” for “No Grade.” An “NC” or “NG” grade is permanent and cannot be subsequently changed due to the lapse of the prescribed period of completing the requirements.

The letter “W” shows that the student has dropped a course with the written permission of his/her Dean/Director/Principal. If a student drops a course without the written permission of his Dean, the grade for the course automatically becomes “F”. “WF” is recorded when a student officially withdraws from the course but is failing at the time the withdrawal was made.

In order to graduate, a minimum cumulative quality point average (CQPA) is required at the end of the term in which the student completes his course in the following: Baccalaureate programs, 2.0; Law, 2.3; Medical School, 2.5; Master’s program, 3.0; and Doctorate programs, 3.5.

As additional requirement for graduation and progression in the degree program, all designated undergraduate professional courses or major subjects must have the minimum QPA set by the college and approved by the Academic Council.

All courses under the master’s and doctorate programs must have a minimum grade of 3.0 and 3.5, respectively.

B. Guidelines on the Change of Grade

DECS Provisions on the Change of Grade

- DEC Memo s 1959 says that no additional final exam can be given to a student for purposes of increasing his grade.

- DECS Regional Memo #42, s. 1987, “Request for correction of grade . . . may be entertained by this office only if they are due to inadvertent clerical errors subject to verification by a DECS supervisor.

C. Grounds for Change of Grade

Change of grade is allowed on the following reasons:

- Error in the entry of scores or grades
- Error of computation

D. Allowable Period for Change of Grade

A change of grade is allowed within three weeks from date of the final submission of grades to the department concerned to give time for the student to question entries of teacher and for committee to deliberate. Once the grades are submitted by the Dean to the Registrar, the teacher can no longer change the marks at his/her discretion. The submitted grades are no longer within the teacher’s “turf”. They are now outside of his/her authority or jurisdiction to change or revise them. To effect the change, the teacher must go through the procedure as outlined below. (MORPHE, p 541)

E. Procedure for Change of Grade

- The complainant (student, faculty, dean or parent) submits a written complaint addressed to the teacher concerned with copies furnished to the department chairperson, dean, and Registrar’s Office.
- Upon receipt of the letter of complaint, the department chairperson shall convene a committee composed of all the faculty members of the department and the dean. The student shall be invited to attend committee meetings.
- Investigation shall include scrutiny and discussion of all entries of grades or scores up to the final exam. These data should be given to the committee prior to the meeting to allow time for the members to study.
- If accepted, report of the change of grade addressed to the Registrar noted by the dean shall include a written explanation by the teacher who allowed a change of grade, supporting papers and a statement of the committee action.
- Any petition for change of grade will no longer be accepted when the report on promotion (Form XIX) have been submitted by the Registrar to the CHED.

These guidelines are to be followed effective April 1990.

C. Incomplete Grades

An “INC” (Incomplete) mark indicates that the student has not completed all course requirements due to excusable reason, such as, sickness, emergency, or accident. (Section 109, Article XXII, MORPHE, p. 553.)

The student must complete the requirements within the semester following that in which the course was taken. Otherwise, the grade automatically becomes “NC” for “No Credit” or “NG” for “No Grade”. Such a grade is permanent and cannot be subsequently changed. (Section 109, Article XXII, MORPHE, p. 553.)

In removing the “Inc.”, the student must present to the teacher a receipt from the Business and Finance Office indicating payment of the completion fee.

An “Inc.” mark given for reasons other than failure to complete course requirements shall not be subject to the P25.00 completion fee.

D. Preparation of Grades

All teachers should prepare the grades and submit them on time to the Office of the Dean and the Office of Registrar and Admissions.

Preparation of grades refers to the construction of examination papers, test administration, correcting of test papers, computation of the grades, preparation of class cards and grading sheets, including the preparation of F-138 for Elementary and High School.

E. Submission of Grades

Grades must be reported to the department chair or, if no department, directly to the dean or director of the college or school, within five (5) working days of the administration of the mid-term and final examinations. The grades are encoded in the database to give time for the student to view and raise question/s on the entries. The student is given three (3) weeks upon submission of the grades to question any error found in the entries.

The Registrar will be responsible for the official release of final grades to students or to their parents or guardians.

Mid-term and final grades of non-graduating students must be in the hands of the office of Registrar not later than ten days from the examination dates. Appropriate sanctions for violating these rules shall be done by the Academic Council.

By reason of the type and nature of examination given in these schools, the Graduate School and Divinity School are allowed twenty (20) days, and the College of Law thirty (30) days, from the date the examination is given.

Failure to submit grades on time shall be subject to a fine of P5.00 per day of delay. All fines are credited to the college/school/unit concerned.

All deans and directors are enjoined to enforce these rules strictly.

Section 6 - ACADEMIC PROBATION

A student who does not get the required QPA of 2.0 is placed on academic probation during the succeeding semester with these conditions:

- The student may be required to repeat certain subjects, or carry a reduced load to improve or earn quality points.
- The student must not incur any unexcused absences from regular classes, his college’s assembly, or the University convocation.
- The student is ineligible to represent the university in any public performance or activity, or hold any major office without his Dean’s permission.

A student on an academic probation must attain the minimum QPA in the following semester. If he cannot get the required QPA, he would be dropped from the University. This action is automatic unless the college, or faculty, or the designated committee decides to extend the probation period.

Section VII - EXAMINATION

All students are expected to take the preliminary, mid-term, and final examinations at the time scheduled by their respective Dean's Office. If the student fails to take these exams for no justifiable reason, he is fined Php60.00 for each examination missed. His Dean shall determine if the reason is justifiable or not.

Section VIII - ATTENDANCE

Students are expected to attend all classes. Work covered during any absence, excused or unexcused, is incurred only for valid reasons. The teacher concerned will determine the validity of the absence. Three unexcused absences may be incurred and the rest of the 20 percent allowed by the Commission on Higher Education (CHED) must be excused, incurred only for valid reasons.

Permission to leave the campus for activities must be secured in advance from the Dean, and, if the student lives in a dormitory, from the Office of Student Organizations and Activities Division (SOAD) and the Student Housing and Residence, Student Personnel Services. Otherwise, excuse for such absence immediately preceding or following holidays can be secured only from the Dean. If excused or unexcused absences are already excessive, the instructor may recommend to the Dean that a student be given a grade of "F." Students must attend first class sessions in any course at the beginning of the semester and classes immediately before and after long vacations.

Section VIII - RECOGNITION OF CREDITS EARNED ELSEWHERE

Generally, credits for work done elsewhere are accepted, provided the student obtains the minimum average grade required for the program. Students claiming advanced standing must submit a complete copy of their school records long before the start of the semester in which they wish to enroll. In some cases, advanced credits are accepted only after passing a validating examination that usually covers English, Biology, Chemistry, Logic, Physics, Mathematics, and Accounting.

Section VIII - SUMMER STUDY IN OTHER INSTITUTIONS

Students must obtain permission from their respective Deans before taking summer courses in other institutions. When credits are desired for major courses, they must secure approval from the department chairman. Only students with a minimum cumulative QPA of 2.0 will be allowed to transfer summer credits from schools whose educational standards are considered at par with Silliman standards.

Permission to take summer courses elsewhere will be granted only for courses not offered in Silliman University during the period.

Section IX - APPLICATION FOR DEGREES

Application for graduation must be filed with the Office of the Registrar and Admissions (ORA) in the first semester of the senior year. Application forms are available at the ORA or at the Directors'/Deans' offices. A student with "INC" grades prior to the semester in which he expects to graduate cannot be considered a candidate for graduation. Any "INC" grade in the student's final semester which is not removed before commencement will bar him from graduation.

Section X - LEAVE OF ABSENCE

A petition for leave of absence must be filed with the student's Dean. A copy of the petition must also be furnished the Registrar. Before the petition can be granted, tuition and all fees must be paid for the entire

semester in which the leave is sought. Clearance from the university is also required. No leave of absence for an indefinite period will be granted.

Request for leave of absence are granted only in cases of illness. Fees paid for the interrupted period will be applied in the semester immediately following plus the difference.

Section XII - COURSE LOAD

Regular students in undergraduate courses must take the full load or number of units prescribed for a particular term, except for:

- Students with either work grants or assistantships;
- Students on academic probation, who may be made to carry no less than 15 units a semester.

A regular student who drops almost all courses, either officially or unofficially, retaining a load of less than 15 units will be allowed to finish the term. However, he will be refused admission in the succeeding semester.

In the case of students failing in courses that are pre-requisite to the other courses and who may not be allowed by the college to proceed with their studies until those deficiencies are removed, these students should be made to cross-register for courses on other colleges in the university so that they may be able to comply with the minimum requirement of 15 units per term.

Overload or extra units may be allowed to a candidate for graduation only during the last term of his/her course. A graduating student requesting for an overload must meet the grade requirement of the department. A letter request for an overload must be filed addressed to the Commission on Higher Education, through the Registrar with the approval of the Dean.

These policies are also the bases for determining whether a student should be allowed to continue living in any of the university dormitories.

VI. GRADUATION HONORS GUIDELINES

1. Only numerical grades shall be used for graduation honors. Letter grades already given shall be transposed into numerical points.
2. In computing for the Quality Point Average (QPA), the subjects shall be weighted according to the irrespective units. In determining the QPA, computation should be carried to the hundredth's place and rounded off to the tenth's place. In rounding off, if the digit dropped is 5 or greater, the preceding digit should be increased by one. If the digit dropped is less than 5, then the preceding digit should be unchanged.
3. Students who complete four or five-year curricula with the following QPAs shall receive the corresponding honors on graduation:

QPA	Graduation Honors
3.3	Cum Laude
3.6	Magna Cum Laude
3.9	Summa Cum Laude

4. Only students who carry a minimum load required by the course per semester shall be considered for graduation honors.
5. No student with a grade below 2.0 should be considered for graduation honors.

6. No student with more than one (1) INC per semester is considered for graduation honor unless incompletes are incurred due to emergency reasons like death in the immediate family, hospital confinement of student, etc.
7. No student who drops a course or courses four weeks after the start of classes in a term, except for emergency reasons, is considered for graduation honors.
8. No student shall be considered for graduation honors unless he finishes his course within the number of years of schooling for a four-year curriculum, five years for a five-year curriculum, etc.
9. If a student repeats a subject the average of the grades shall be considered in the computation of the QPA.
10. Questions raised, especially regarding Rules 4 and 6, should be deliberated and decided upon by the faculty of the discipline to which the student belongs.

VII. TRANSCRIPT CREDENTIALS

Transcript of Records

Student records are issued upon written request of the student or the appropriate institution. A minimum transcript fee is charged for handling of the records. Extra fees may be charged for additional attachments. Documentary stamps at P15.00 are required for every release of transcript of records. Transcripts are released only when a student has filed a university clearance with the University Registrar and has paid the above fees to the Business and Finance Office.

Honorable Dismissal

On written request, the Registrar may issue a transfer credential (honorable dismissal) to a student. The credential indicates that the student is in good standing when he/she leaves the university.

VIII. UNIVERSITY REGULATIONS AND DISCIPLINARY PROCEDURES

Silliman University believes that student behavior and conduct is developed by example, counseling, guidance, and obedience to university policies and regulations. Rules are designed primarily to achieve the educational mission of the university and to promote health, safety and security of the members of the Silliman community.

Members of the University community are expected to observe honest conduct and professional demeanor. Violations of the standards of academic conduct and University policies and regulations are reported to and acted upon by the staff/faculty member, Department Chairperson, College/School Dean, or Dean of Students.

Section 1 - LIBRARY RULES AND REGULATIONS

Conduct

1. Entrance and Exit. Every student entering the Library is required to present his/her identification card to the Control Officer or duty at the entrance and to deposit his/her bags, large envelopes and folders, portfolios, etc. at the Courtesy Counter. Further, upon leaving the Library, every student is expected to present his or her things for inspection.
2. Proper Attire. Students entering the Library are expected to be properly attired in accordance with the dictates of good taste and decency.
3. Silence. Students should, at all times, observe maximum silence in the Library.

4. Order and Cleanliness. Students should push their chairs quietly against the tables after using and should use the trash cans in disposing of waste papers and others.
5. Eating and Smoking. Smoking and eating are not allowed in the Library.
6. Mutilation and Vandalism. No student is allowed to clip or otherwise mutilate any book, magazine or newspaper in the Library. Anyone found violating this rule shall be made to pay a sum equal to the full value of the material mutilated and shall forfeit all library privileges for two months. If the material clipped is returned, the said rule still applies. Likewise, anyone found writing on posters, notices, or making marks or carving on tables, chairs and walls shall be made to pay the total cost of the damage.
7. Stealing Library Property. Anybody caught stealing any library property will be reported to the University Disciplinary Board with a copy of the report to be given to the Dean of the College and the Department where the student belongs. The immediate penalty for this offense is suspension of all library privileges for the rest of the current semester for college students, and for the rest of current year for high school students and elementary school pupils.
8. Hiding Books. A student found or caught hiding or intentionally misplacing books from any section will be sent a written warning by the University Librarian. A copy will be furnished to the Office of Student Affairs, the College Dean, and the Department Chair during the first offense. For the succeeding offenses, his/her library privileges will be suspended for one month.
9. At the Control Section. No one is allowed to stand by at the Control Section desk. To give sufficient warning to the library users to be ready for closing time, the library buzzers are simultaneously sounded thrice at five-minute intervals at fifteen minutes before closing time.
10. On Identification Cards. Identification cards are non-transferable. Identification cards that are not validated for the current semester shall not be honored. A student caught allowing his/her ID to be used by another person may be subject to the following:
 - Both the owner and the borrower shall be charged a fine of P200.00 and their borrowing privileges, including the use of the Cyber Library facilities shall be suspended for one month. This is in the case of a Silliman student lending his/her card to a fellow Sillimanian.
 - The owner shall be charged a fine of Ps500.00 for the offense and his/her borrowing privileges, including the use of the Cyber Library facilities shall be suspended for two (2) months, if he/she lend his/her ID card to a non-Silliman student.

Note: In both cases (a & b), the Office of Student Services, the College Dean and the Department Chair of the unit where the students belong shall be properly informed.

Circulation, Fines and Losses

Circulation Books

Graduate and undergraduate students are allowed to check out ten (10) circulation books for two weeks at the same time, renewable for the same period.

Overdue Materials

a. Charges. If books and other library materials are not returned on the specified due date, recall notices will be sent to effect return of said materials. In this case, fine shall be computed until such time the book is returned or declared lost. Schedule of rates for overdue fines is as follows:

Circulation Books	Students	Php1.00 per day per book
Reserve Books	Students	Php2.00 per book for the first hour
	and	Php1.00 per book for the succeeding hours.
		(A fraction is considered an hour.)

Lost Library Materials

- a. Charges. When a book is lost, the borrower is charged the current list price of the book plus the fines up to the time the loss was reported, plus the processing fee to defray the expenses for ordering and processing. A replacement, however, is preferred provided the book is in equally good condition and is an exact copy of the one lost. At the same time, the borrower shall be charged the processing fee and the computed fines up to the time the loss shall be reported.
- b. Refund. The payment for a book reported lost shall be refunded if said book is found or returned within six months, following these specified rates: 75% if book is returned within the first three months; 50% if returned within the last three months provided that the book is still in good condition.

Use of the Discussion Room

A group must be allowed use of the discussion room. It must be shall be composed of at least five students.

Requests for the use of the discussion room are to be made with the Circulation Section Librarian.

1. The use of the discussion room is limited to only one hour. However, the group may request for extension, provided that there is no standing request for the next hour.
2. The key to the discussion room is available at the Circulation Desk. Only the Circulation Section staff on duty is authorized to open the discussion room.
3. Eating and smoking are not allowed in the discussion room.

Use of Laptops and Cellular Phones

1. Students who will use laptops inside the Library may use Discussion Room 2 and the area along the windows of the southern portion of the Circulation Stacks.
2. Laptop users who wish to use Discussion Room 2 shall log in at the Circulation Section.
3. Laptop users occupying the said room shall only be allowed for one hour use. They may be allowed to extend if there are no pending requests.
4. Single users may be allowed to use the general reading area, provided their laptops are battery-operated and that no other students will mill around.
5. The clientele of ASRC, KDC Filipiniana, Reference, Periodicals, and Reserve/Graduate Collection, including those of the branch libraries, can use their laptops in the respective designated areas of the said sections or branch libraries.
6. Personal cellular phones are to be set on silent mode when one is inside the library premises. Specific areas have been designated for cellular phone calls within the library building. Charging of personal cellular phones, using any of the library electrical outlets is strictly not allowed.

Use of the Knowledge for Development Center (KDC) and the American Studies Resource Center (ASRC)

1. The resources and facilities of these two centers are not only open to Silliman students, alumni, faculty, and staff, but also to the general public free of charge.
2. Silliman students are required to present their identification cards every time they use the center resources and facilities.
3. Every user is required to deposit his/her things, except valuables, at the Courtesy Counter in the Control Section.
4. He/She is required to fill out a log-in form before using the KDC and ASRC resources and facilities.
5. All materials are for room use only.

6. Requests for photo-duplication of materials done by phone, e-mail, or postal mail, will be charged the photocopying and mailing costs, including a service fee P100.00 which must be paid in advance.
7. Cyber Library policies shall apply to the respective internet facilities of ASRC and KDC. As provided for in the Cyber library policies, computers for internet access can be used for forty (40) minutes but may be extended for as long as there are no standing requests to use the same.
8. The internet facilities are strictly for research use only, hence chatting is not allowed, and, are available on a first-come first-serve basis.

KDC and ASRC service hours are as follows:

Monday-Friday
 8:00 a.m.-12:00 noon
 2:00 p.m.-6:00 p.m.
 Saturday
 8:00 a.m.-12:00 noon
 2:00 p.m.-5:00 p.m.
 Sunday
 2:00 p.m.-5:00 p.m.

Use of CD-ROM, Mini-Multimedia Center, CD-Writing and Micro-printing Facilities

A. CD-ROM/DVD-ROM Facility

1. Only bonafide students of Silliman University are allowed to use the CD-ROM/DVD-ROM facility.
2. Only one user will be permitted to use a computer unit at a time. He/She is allowed to use said facility for thirty (30) minutes, but may be allowed to extend until printing is done.
3. For security reasons, using personal CD-ROM/DVD-ROM is not allowed.
4. Printing should only be done directly from the CD-ROM/DVD-ROM format. A minimal cost is charged for printing.
5. Users caught changing computer settings will be subjected to disciplinary action which is generally suspension of library privileges for one month plus P500.00 penalty.

B. Multimedia Equipment and Resources

1. Request of students for the use of A-V equipment, such as television, VCD and VHS players, audio-cassette records, and multimedia materials shall be class-related and necessitates a written note from the teacher concerned.
2. The user shall be limited to small group viewing/listening with a maximum of five persons at a time.
3. Personal video tapes/CD and DVDs maybe allowed to be shown/played only for class-related purposes, but the viewer(s)/listener(s) should secure a note from the teacher concerned.
4. A micro printer is available to view library resources in microfiche and microfilm formats.
5. A minimal amount is charged for every copy printed.
6. The library offers CD-writing services. It charges a minimal fee for every CD burned or written, exclusive of the blank CD. However, writing or burning using Library CD-ROMS for personal purposes is generally not allowed.

Use of the Cyber Library

1. Only bonafide students, faculty and staff of Silliman University are allowed to use the facility. Alumni and university guests who want to avail of the facility need to get authorization from the University Librarian consistent with University Library rules.

2. In consonance with the Internet Code of Conduct and other policies of the University, use of the Internet must be in support of education and research.
3. The “No ID, No Use” policy shall be strictly implemented. Only current and duly validated IDs shall be honored.
4. To avail of the Internet services, a prospective user shall register at the designated log-in station.
5. Students are allowed 40 minutes at a time to browse/surf the Internet for free. They may be allowed to go beyond 40 minutes if there are no other users waiting, or if they are downloading a site/file, provided that they shall immediately vacate the workstation once they are through.
6. Use of the facility is on a first-come, first-serve basis.
7. Faculty and staff members follow the same guidelines as that of the students except that their use has no time limit.
8. Alumni may be allowed to use the facility of the University Library provided they have an alumni ID and are willing to pay Php60/hour of use or a fraction thereof. Otherwise, a special library fee of P300.00 per semester plus P200.00 shall be charged for the use of the Cyber Library. The same rules and guidelines for students, faculty and staff shall also apply to alumni.
9. Outsiders (not students, faculty, staff, nor alumni of Silliman) are allowed to use the Cyber Library facility during summer terms only.
10. Block time is allowed in seminar-related activities. However, this type of activity should be cleared at least one week before the actual use with the Cyber Library Supervisor and approved by the University Librarian. Seminar participants shall be charged P60.00 per hour per workstation as well as overtime pay of the staff.
11. Encoding projects, letters, assignments, reports and term papers are strictly not allowed.
12. Printing and downloading services are available only at the Supervisor’s terminal.
 - a. Printing charges are at Ps3.00 per sheet for short and long size papers.
 - b. Disks are available at the Supervisor’s desk at minimal cost.
 - c. To prevent computer viruses from affecting the system, diskettes shall be thoroughly virus-scanned by the Cyber Library Supervisor.
 - d. Charges and fees are subject to change following the results of periodic review and consultation with concerned parties.
13. Only one (1) person is allowed per computer/workstation.
14. Loud conversations are not allowed. Courtesy to other users is required.
15. Eating or bringing food inside the Cyber Library is not allowed.
16. Misuse of the computer or software and stealing of computer peripherals and office supplies are strictly prohibited.
17. The Cyber Library administration reserves the right to restrict or terminate Internet access at any time to prevent unauthorized activity. It has also the right to monitor activity in any form that it sees fit in order to maintain the integrity of the system.
18. Consequences for violating these policies and procedures shall include, but not limited to:
 - a. Suspension of internet access
 - b. Revocation of internet access
 - c. School suspension
 - d. School expulsion
 - e. Legal action and prosecution by the authorities
19. Such other policies, guidelines, rules and procedures of the University Library and those of the University as a whole also apply to the Cyber Library’s policies and procedures.

Internet Code of Conduct

All users of the Internet resources are expected to use them in a responsible manner, consistent with the educational and informational purposes for which they are provided and to follow the rules and regulations of the University providing these resources. The Internet Code of Conduct indicates some prohibitions and sanctions for certain violations:

Prohibitions include, but are not limited to the following:

- Sending or displaying of offensive messages or pictures (e.g., pornographic materials), and intentionally downloading/receiving pornographic materials.
- Using obscene language or profanity.
- Harassing, insulting or attacking others.
- Engaging in promoting violence.
- Engaging in racial, gender or other slurs.
- Receiving or transmitting information pertaining to dangerous instrumentalities (e.g. bombs, explosive devices).
- Damaging computers and/or modifying and damaging computer systems or computer networks
- Violating copyright laws.
- Using others' passwords.
- Trespassing in others' folders, work or files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Accessing chat servers (unless authorized by the administrator).
- Utilizing the facility and network in a way that would put the University in a bad light.

Sanctions for violations of the Internet Code of Conduct are found in item No. 18 under Use of the Cyber Library.

Section 2 – FIELD TRIPS

Education Tours and Field Trips

Introduction

An academic field trip is defined as a course-related activity that serves educational purposes and occurs outside of the classroom at a location other than on campus where the course is regularly taught. For courses that, for special purposes such as field research, are regularly taught outside of a classroom or at locations away from campus, these same recommended practices apply.

It is initiated by the instructor as a regularly scheduled part of class work. It should be clearly stated in the course syllabus. If it is necessary to schedule these trips at times when the student has other regularly scheduled classes, excuses may be granted from these classes provided regulations have been complied with. It is of course understood that the student makes up for any work missed.

Rules and Regulations

The College Dean or Principal shall have supervision and control over all field trips and shall keep a calendar thereof. He/She has the prerogative to evaluate the relevance of the field trip to learning.

Educational Criteria

When planning a field trip, the teacher-in-charge, in consultation with the College Dean or Principal, must ensure the following:

- It has curricular relevance for the group of students concerned.
- It has specific academic objectives as approved and endorsed by the Department head and have been clearly defined, including pre-planning, follow-up activities and evaluation, where applicable.

- It has educational value in relation to the energy, effort, time and travel required by the program or activities.
- The educational objectives are clearly communicated to the parents of the students involved.

Field Trip Guidelines

- Expenses (transportation, accommodation and meal arrangement included) should not unduly tax the students' parents. Expenses for students should be limited to transportation, board and lodging, plus a 10% contingency fund;
- Safety with respect to transportation and the peace and order situation in the place to be visited must be ensured;
- Trip should be limited to three class days, preferably on weekends. Field trips for the entire semester should be scheduled at the beginning of the semester and distributed evenly throughout the term;
- There must be adequate number of chaperones and/or guidance for the number of students involved who shall be with the students at all times for the duration of the trip; one (1) chaperone for every section of 35 students within Negros Oriental and one (1) chaperone for every 25 students outside Negros Oriental. Advisers and chaperones must be full-time faculty/staff member of the University;
- Prior approval or invitation, in writing, of companies and institutions to be visited must be secured.
- Permits from parents shall be submitted together with the application. Permit forms must be submitted to the Student Organizations and Activities Division (SOAD) or Office of Student Services (OSS) not later than one (1) week before the scheduled trip. Permits shall include the following information:
 - Nature of the field trip
 - Duration of the field trip
 - Itinerary
 - Student's contribution
 - Name, signature and contact number of the teacher in charge.
- Trips to Manila are highly discouraged because of the expenses involved. As much as practicable, destination of field trips should be near the University to minimize cost. Suggested destinations: Cebu, Cagayan de Oro, Iligan or Bacolod.
- Chaperon expenses must not be charged to the students.
- Only travel agencies accredited by the University and the Department of Tourism are allowed to bid for class field trips outside Negros Oriental. Bidding is required for such field trips.
- It shall be unlawful for a University employee to personally profit from the field trips. An employee who violates this provision may be terminated for grave misconduct.
- Each student participant must submit a report to the adviser after the field trip. The adviser shall make a report to the Dean.
- Field trips shall not be made as substitute of a major examination for the purpose of compelling students to participate in educational activities not otherwise compulsory.
- The VPAA shall give the final approval for the trips. Any field trip without approval from the VPAA is deemed unauthorized.

Duties and Responsibilities of Instructors

- All required academic field trips must be clearly identified as such in the course syllabus at the beginning of the term, with detailed information about date, time, locations, means of transportation, and any fees for which the student is responsible. This information must be published in the web page of the College or Department concerned in the SU website. If an

unforeseen educational opportunity arises later in the term, as soon as possible the faculty member should discuss it with the class.

- In the first class of the semester, the faculty member must discuss with students in appropriate detail any risks associated with the activities of the field trip, expectations for behavior during the trip and, relevant emergency preparedness information. Such a discussion must be repeated no less than a week in advance of the trip. Final clearance of the said details shall be approved by the Dean or Principal.
- Only full-time faculty members may accompany all academic field trips. Health and Safety shall be given the highest priority for students and staff when planning and participating in Field Trips. Final clearance on the safety shall be approved by the OSS.
- Whenever practical, the site of the academic field trip should be visited in advance by the instructor, or an appropriate University official, to evaluate potential risks and to minimize, through effective planning, any risks associated with the location.
- No later than three (3) weeks from the trip, the faculty member must provide the VPAA, OSA, and VPFA with complete information about the date, duration, location, and transportation plan for each academic field trip. The faculty member must also provide these same offices a roster of the names of all participating students, along with the names and cell phone numbers of all faculty or other University affiliates who are accompanying the students.
- Notification of the proposed field trip should be made to the Dean at least three (3) weeks in advance so that it may be cleared with the other teachers.
- The field trip shall be optional to students in the class. For students who cannot join the field trip, they shall be given parallel school activity which provides similar acquisition of knowledge of the required practical competencies and achieves other learning objectives.
- A contract may be required for the use of facilities or the procurement of other goods or services. If a faculty member is asked to sign a contract, the contract needs to be reviewed by the VPFA and Legal Counsel.
- After every field trip, the faculty in charge should report to the Dean the following:
 - Log of the field trip
 - The attainment of the objectives and other learning benefits
 - The accounting of the expenses incurred
 - Other advantages accomplished which would not have been attained had the trip not been held
 - Instances of breach of discipline and other untoward conduct of any participant of the field trip and measures taken
 - Such other matters as the faculty in charge may deem necessary to be included in the report.

Guidelines for Students

- Students participating in academic field trips are expected to conform to the same standards of behavior as published in the University Manual/Student Handbook. Any violation of the undergraduate regulations laws may result in disciplinary action or sanctions by the University.
- Students who choose to travel to the site of a field trip early, remain at the site after the planned activity is completed, or who separate from the group, do so at their own risk.
- Students must submit a medical clearance issued by the University Clinic as required under CHED Memorandum Order No. 17, Series of 2012.

Transportation

- Whenever possible, chartered buses or University-owned vehicles should be used for transportation on an academic field trip. Public transportation (e.g., regularly scheduled airplanes or buses) is also an appropriate means of transportation for an academic field trip. It is

recommended that to the extent possible, privately owned vehicles shall not be used for transporting students on academic field trips.

- The use of transportation provided by the University for the field trip is strongly urged. Anyone who chooses to take alternative transportation does so at their own risk.
- If a privately owned vehicle is used for transportation, the following requirements must be met:
 - a. The vehicle must be insured for liability;
 - b. The vehicle must be current on registration and all maintenance;
 - c. If the vehicle is owned by someone other than the driver, the owner must give permission for its use;
- Students are not to transport other students.
- All drivers must meet the following requirements:
 - a. Driver must have a Professional Driver's License;
 - b. Driver must have an acceptable driving record, which consists of:
 - 1. No more than one violation in the past two years
 - 2. No violations more serious than a speeding ticket or failure to obey traffic rules
 - 3. No at-fault accidents in the past two years;
- If a University-owned vehicle is used for an academic field trip, that vehicle is insured by the University for liability and physical damage;
- A commercially rented vehicle must be insured for liability and physical damage and must be secured from a company approved by the University; and
- Any traffic or parking violations are the sole responsibility of the operator of the vehicle.

Liability

The University shall be primarily responsible for duly-approved and authorized educational field trips subject to exceptions provided by law.

Payments

Payments for all field trip related activities including cost of transportation, accommodations, entrance fees and the like shall be coursed through the Utsurum Business and Finance Office. A violation of this provision may constitute grave misconduct punishable by termination.

Checklist of Requirements

- The written approval from parents/guardians of the students going on field trips should be filed with the Dean's Office before departure.
- Clearance from Business and Finance regarding school obligations.
- Medical clearance issued by the University Clinic.
- The faculty member in charge of the trip is expected to brief the group before departure. Besides the academic objectives of the trip, students should also be oriented in such matters as:
 - a. Behavior during the trip, especially while visiting homes, offices, companies or institutions;
 - b. All students should be in their respective quarters or rooms after dinner time.
 - c. After every field trip, the faculty member in charge should report to the Dean with the following particulars:
 - 1. Log of the field trip
 - 2. Attainment of the objectives and other learning benefits
 - 3. Justification of costs
 - 4. Other related accomplishments which were not in the schedule/program/objectives of the field trip

5. Instances of breach of discipline and other untoward conduct by any participant of the trip.

The Dean of the Office of Student Services (OSS) has the right to disapprove the class field trip if the rules and regulations are not strictly observed.

This policy shall be subject to CHED Memorandum Order No. 17, Series of 2012, otherwise known as “Policies and Guidelines on Educational Tours and Field Trips of College and Graduate Students.”

Failure by University personnel to comply with this policy endangers the life and well-being students. As such, it constitutes grave misconduct which carries with it a penalty of termination of employment from the University.

Off-Campus Activities, Co-Curricular and Extra-Curricular Organizations

Co-Curricular organizations include all course-related and college-based organizations. Extra-curricular organizations include student organizations like fraternities, sororities, and regional based associations.

All off-campus activities (such as but not limited to IPR, acquaintance, group outings/parties, trainings, workshops and performances) should be based on proposed programs of the organization/group and consistent with the goals and objectives which must be submitted at the start of the Semester to OSS.

Guidelines

- A copy of the approved minutes signed by the Secretary and the President/Chairperson/Adviser which includes the venue, date, and time of the activity must be attached to the off-campus permit application, including the completed parents’ consent forms.
- The activity must be endorsed by the organization/group adviser and approved by the dean of the college or OSA.
- Advisers and chaperones must be full-time faculty/staff member of the University. The advisers and chaperones must commit to attend the activity from the assembly until the culmination or return to the campus. Failure of the advisers and chaperones to attend is subject to appropriate disciplinary action.
- As much as possible, the venue must be within the Metro Dumaguete area.
- Activities outside of Metro Dumaguete which represent the university must have prior written approval of the VPAA.
- The activity must be submitted to the Student Organizations and Activities Division (SOAD) office at least one (1) week prior to the scheduled date/s.
- The faculty adviser in charge of the activity shall submit a budget of expenses for the activity to SOAD.
- Any contribution by attending students, faculty or staff must be coursed through the Utzurum Business & Finance Center.
- Accomplishment Report should be submitted to the Dean of Office of Student Affairs (OSS).
- Activities that do not comply with the foregoing are unauthorized activities and shall free the University from all liabilities. In this case, the organizers and/or students themselves shall bear all liability.

Procedure for Processing of Activity Permit for Major Off-campus Trips

Brief Rationale

Part of Silliman pedagogy is to expose its students to actual application of theories and concepts as well as let them personally appreciate and experience course-related sites and events. Likewise, students are

encouraged to participate in athletics, cultural affairs and other invitational competitions as part of their holistic development. Thus, students are allowed to go out of campus to experience all these. The University is not remiss in its responsibility towards the welfare of its students. Hence, certain protocol has to be observed before off-campus trips are allowed, especially because the students will also be exposed to risks from fortuitous events and activity-related misfortunes.

This policy is applicable to educational trips, invitational games, competitions, cultural performances.

STEP 1: Faculty Adviser, Team Adviser requests for approval of permit

Educational Trips

Requirements/Attachments:

- Curriculum/Syllabus – justifying that the trip is a requirement
- Letters of approval or invitation of companies and institutions to visit
- Duly accomplished educational tour checklist based on university guidelines – checklist is attached to the activity permit form released by SOAD
- Financial statement reflecting cost to students and cost to university
- Students' written concurrence
- Parent's consent
- Medical Certificate – honored for one semester only
- Contact number of faculty adviser and chaperones while on trip (names and contact numbers must be clearly printed on the permit form)

Faculty member in charge of the trip is expected to brief participants before the trip on precautionary measures as well as risk assessment procedures; and corollary thereto, do a debriefing upon return which shall include among others, reflection on the learning experience duly documented in a learning journal (journals shall be filed with the respective departments – may be used for accreditation purposes)

Invitational Games/Competitions/Cultural Performances

Requirements/Attachments:

- Invitation Letter
- Financial statement reflecting cost to students and cost to university
- Students' written concurrence
- Parent Consent

STEP 2: Endorsement by Chairperson

Educational Trips

- Chairperson confirms all necessary attachments and approves adequacy of chaperonage
- Chairperson confirms that SOAD has been notified of the trip prior to the start of the semester; such information having been communicated also to the CHEDRO.

Invitational Games/Competitions/Cultural Performances

- Chairperson confirms team composition (including chaperonage) and validity of the invitation or event

STEP 3: Approval by College Dean, Academic Unit Director Athletics Director, Cultural Affairs Director

Educational Trips

- Dean/Director confirms the academic relevance of the trip

- Questions on the academic relevance or irregularities in the university policy may be elevated to the office of the VPAA

Invitational Games/Competitions/Cultural Performances

- Director confirms institutional bearing of the event participation

STEP 4: Approval by Dean of Students

- Dean of students ascertains all necessary requirements for university sanctioned trip have been duly complied with
- Dean of students determines state of security of the trip destination as well as safety in the course of travel
- In case of DISAPPROVAL, Dean of students refers back the permit to the respective dean/director stating reasons for disapproving
- Preliminary Undertaking: At start of every school year, dean of students coordinates with the Alumni and External Affairs Office Director for contact details of officers of Alumni Chapters of trip destination(s), as itemized in the information communicated to CHEDRO, for institutional coordination in case of emergency situations

STEP 5: Endorsement by Alumni and External Affairs Office Director

Director endorses permit after alerting the respective alumni chapter officers of the rescheduled trip

STEP 6: Approval by VPFA

Educational Trips

- Office of the VPFA clears student participants regarding school financial obligations
- Trip is bidden-out to service providers/travel agencies

Travel agencies are required to submit an accident/calamity/hospitalization/security protocol for any untoward incidents that may happen, especially that a section of the bid document is a provision on travel insurance; this protocol shall be a determining factor for the approval of the bid

Invitational Games/Competitions/Cultural Performances

- Office of the VPFA clears trip based on financial viability as may be incurred by university

STEP 7: Trip is logged and deemed as University Sanctioned

When requirements are already in order and all procedures have been complied with, the trip is deemed approved and recorded

Section 3 - RULES AND REGULATIONS ON STUDENT ACTIVITIES

Activities Calendar

The Activities Calendar was devised for the purpose of keeping a record of all activities sponsored by Silliman University students, faculty, and campus organizations, whether on or off-campus. The Activities Calendar also contains all activities held on campus by non- Silliman University groups. The record is kept so that these activities may be properly spaced; rooms and equipment as needed are

available and provided; and the events may be given the appropriate publicity through the Silliman website, the Weekly Sillimanian, and posters.

The Activities Calendar is kept in the Student Organizations and Activities Division of the Office of Student Services, and final arrangements for holding any activity or series of activities are made there.

Scheduling of Activities

The Student Organizations and activities Division reviews the program of the student organization reserving a date or a number of dates. All planned activities of registered campus organizations are expected to be scheduled in the Activities Calendar at least two weeks in advance. These include benefit activities, programs, and contests, formal and informal dances. Other activities should be scheduled at least one week in advance. These includes picnics, excursions, service projects, etc.

Recognized student organizations are entitled to protected dates. Protected dates are dates in the Activities Calendar reserved exclusively for a certain organization or dates when student activities are not allowed. Protection will be granted on the basis of the nature of the program and the degree of student involvement.

A long-range protected reservation is tentative and must be reconfirmed by the entity two weeks before the activity; otherwise the date will be made available to other groups.

Requests should be made in writing. Reservations for protected dates will be on a first-come, first-served basis, except when the date proposed coincides with the date of an important University-wide activity, in which case the latter takes precedence.

Weekends scheduled for University or special church programs, the week before and during the final examinations, are protected.

Processing of Permits for Activities

All activities sponsored by registered student organizations shall have the place, date, and chaperon approved in advance by the Student Organizations and Activities Division. CSO member organizations should first submit their application to the CSO for recommendation before submitting it to the SOAD for approval. Application forms to hold an activity are available at the SOAD and the CSO offices.

It is expected of all registered student organizations to assign one member, preferably the president or secretary, to prepare and follow up applications to hold activities. Applications to hold activities should be submitted to the SOAD not later than one (1) week before the scheduled activity. Exceptions to accepted procedure are referred to the Dean of Students.

Student groups are required to observe the following in securing permits for activities held inside and outside the campus:

- Secure an application form in quadruplicate at the SOAD.
- The form should be signed by the following persons: president and adviser of the group or organization; dean/principal of the college/ school; person in charge of the activity or place/ building, chaperons; and the SUSG-ComSO, if a CSO member organization.
- Submit the form to the SOAD office for approval. For off-campus and fund-raising activities, submit the form to the SOAD office for endorsement, to the VPAA and to the Office of the President for final approval.
- If the application is approved, furnish one copy to the SOAD office, one for the SUSG-ComSO, one for the University Security Office, and one for the organization.

Cancellation of Scheduled Activities

If plans of an organization change and the activity is not held as scheduled, the group should notify the Student Organizations and Activities Division of the change at once, so that the activity may be cancelled on the Activities Calendar and made available for another group.

Picnics, Excursions and Delegations

Sunday picnickers are permitted to leave the campus only after the second morning worship service and must return to the campus not later than 5:00 p.m.

There should be one chaperon for every thirty-five students or a major fraction thereof. Class/ group advisers are not considered chaperons.

All University students who wish to join a university delegation must secure written permission from the matron or a person in charge of the university dormitory if they are campus residents or from their parents or guardians, if interns, to be submitted together with the insurance and the permit of the activity. In case of the interns, the permission to be granted by the dormitory matron or manager will be based on their parents' specific instructions as expressed in the questionnaires mailed to the parents by the dormitory management at the start of the school year. Hence, if there are no such questionnaires duly answered and signed by the students' parents, written permission from the home will still be required only for off-campus trips or activity.

Members of athletic teams, if minors, must comply with this requirement in order to qualify for participation in athletic meets.

Dances and Parties

The following rules apply to all dances held by any college, unit or entity of the university and to any parties off-campus initiated or sponsored by students of the University.

- All social affairs must be scheduled with the SOAD office at least one week before the affairs is to be held.
- The head of the entity sponsoring the dance, chaperonages, finances, and compliance with other regulations must be included.
- No permission shall be granted unless the dean or adviser signifies that such meeting will be held. By such signification, it shall be understood that the dean/adviser, or commandant, in the case of CAT or ROTC unit, shall be present in the affair and shall further assume responsibility for the conduct of the said affair.

Formal Dances

- Formal dances or formal social affairs in any approved hall or home with more than 30 persons in attendance may be sponsored or held by a college, or any duly registered campus organization.
- Each college or school organization is allowed one formal dance in a school year. This includes the CAT or ROTC units. Colleges may combine in holding such dances.
- These dances are usually held on a night before a holiday or on a weekend night when there are no classes or University activity the following day, in an approved hall or residence. No dances, however, will be allowed within two weeks before the close of the semester.

- No student may be compelled to contribute any amount if he cannot afford the same or does not want to attend the activity. Any violation of the spirit of this understanding may result in the forfeiture of future privileges of the college or entity responsible.
- No contract of agreement involving financial obligation shall be entered into without consent of the college or ROTC or CAT commandant or the organization adviser and the University comptroller or his representative. In no case should a contract be executed prior to approval of the holding of the said activity by the SOAD.
- A careful accounting of income and expenses (or receipts and disbursements) should be made in accordance with accounting procedures prescribed by the Student Affairs Committee.

Informal Dances

Informal dances are informal social gatherings where the program is mainly dancing, with no more than 30 persons in attendance. It is understood that the adviser of the entity sponsoring the activity is present throughout such activities and should share the same responsibility with the officers and members for the proper conduct of the activity.

Parties

These are private informal activities in which dancing may also be held. Usually not more than 30 persons would be in attendance and these would be held in the home of a faculty or a friend who would be responsible for such activities. All large parties are expected to be held on Friday night or Saturday and the eve of a holiday.

Chaperonage

For formal and informal dances on campus, there shall be at least one faculty/ staff adviser of the entity sponsoring the activity. Every gentleman is expected to fetch and escort his date to the dormitory after the activity.

When the social activity is held off-campus, another faculty/ staff member is required other than the adviser and the host and hostess who have formally signed up to take responsibility for the proper conduct of the activity.

All social activities held on campus should end not later than 11:45 p.m. to allow off-campus students and guests to leave the campus before the gates close. If the activity is held off-campus, dormitory residents are expected to leave the activity early enough to be on the campus before the gates close at 11:00 p.m., except upon the prior arrangement with the proper authorities.

The student inviting a non-Sillimanian will be held responsible for the latter's conduct during the activity. All students are expected to show courtesy and thoughtfulness for others and to maintain proper decorum during any social activity.

Section 4 - REGULATIONS ON STUDENT ORGANIZATIONS

Silliman provides its students with opportunities for the development and expression of skills through membership in student organizations. These vary from interest groups and course-related or professional societies/ organizations to service-oriented groups. These organizations provide valuable exposure to democratic action and opportunities for sharing experiences with persons of like interests.

Membership

- Only bonafide students are qualified to become members of student organizations. Advisorship in these organizations is limited to full-time faculty or staff members of the University.
- Elementary and high school students, college freshmen, and students on academic probation are not eligible to join any organization except class, dormitory, and/or one interest group related to their field or study.
- A student cannot be a president or vice-president of more than one organization in addition to his class, dormitory, or interest groups.
- An officer of any organization should carry an academic load of not less than 12 units and should have a minimum cumulative grade point average of 2.5 (term QPA) which must be maintained during his term of office.
- A student under strict disciplinary or academic probation cannot be elected to any office.

Supervision and Coordination

The supervision and coordination of student organizations are undertaken by the Office of Student Organizations and Activities Division (SOAD). Appropriate penalties are imposed upon the officers or leaders of any organization who function without recognition or prior approval from the SOAD.

Recognition

The Student Affairs Committee holds meeting at the end of the registration period of each semester and decides on the recognition of each of the registered organizations.

Recognition of student organizations is held every semester and based upon semestral performance. Application forms and information on requirements for new and reapplying organizations are available at the SOAD office.

To be officially recognized, student organizations must meet the following criteria:

1. Uphold and preserve the ideals and traditions of the University as embodied in the University Statement of Aims and Purposes, in particular:
 - a. Service organizations must contribute to the welfare of the campus or community;
 - b. Interest groups must promote the development of an approved skill or creative interest;
 - c. Course-related groups must encourage scholarship and further academic interests and excellence in particular fields.
2. Promote academic excellence on the campus.
3. Develop campus-wide friendships and fellowships that transcend race or region.
4. Comply with the semestral and other requirements of the Student Organizations and Activities Division.

College, class or dormitory organizations are not considered for recognition.

Religious-oriented organizations shall eligible for registration in addition to the above mentioned criteria. Official recognition shall be given to organizations that:

1. In a Protestant University, shall embody the Christian principles and adherence to the ecumenical interpretation of faith as propagated by the World Council of Churches;
2. Are officially recognized and related to the National Council of Churches in the Philippines (NCCP).

After thorough examination of the constitution and by-laws, list of officers and members, and program of activities, using the above qualifications, the organization shall then be endorsed by the University Religious Life Council (URLC) to the SOAD for official recognition.

Existing religious organizations that are officially recognized and have been part of the campus spiritual life in the past are granted registration without undergoing the process of recognition. However, the programs and activities of the organizations are still subject to review and appraisal by the URLC and the SOAD. The following organizations are on active status and are granted the exemption:

- Campus Crusade for Christ
- Young Life Philippines
- Student Alliance Lay Movement of the Philippines
- Inter-Varsity Christian Youth Fellowship
- Christian in Action
- St. Thomas Moore Guild

Privileges

- a. To hold social functions and other activities during the semester;
- b. To compete for awards given to organizations that have contributed most to campus life during the year;
- c. To be included in the list of organizations in the Student Handbook or in other official University publications;
- d. To enjoy special rates for the use of University facilities and other privileges

Organizations which are not recognized or registered do not have the rights or privileges of registered organizations. The new and re-applying organizations may be allowed to function for one semester on a probationary basis.

Registration

Organizations must be registered within the first three weeks after the start of each semester. Only organizations registered with the SOAD may become members of the Council of Student Organizations (CSO).

Progress Reports

The president or head of every student organization is required to submit to the Student Organizations and Activities Division and SUSG-Committee on Student Organizations a written report on the progress of the organization's program at the end of every semester.

Financial Reports

Each organization is also required to submit two copies of a financial report of each activity that involves payments and/or contributions from non-members not later than one week after the date the activity is undertaken. A financial report covering all the organization's activities must be submitted in duplicate not later than three weeks before the final examinations during the first semester, and not later than three weeks before the student organizations' award day in the second semester. Failure of the organization to comply with this requirement may result in the withdrawal of recognition.

Initiation

Student organizations should conduct initiations in conformity with the Christian ideals of the University. Organizations are encouraged to emphasize service and productive work projects as part of initiation

requirements. All forms of hazing are strictly forbidden. No form of physical punishment or indignity such as paddling is allowed. It is understood that no freshman students are eligible for initiation into fraternities/sororities or other service-oriented organizations.

All student organizations that intend to hold initiation for new members should submit to the SOAD and the Student Affairs Committee a full description of the entire initiation program and procedures with a list of neophytes, recruits or prospective members of the organization (See Requirements for the Conduct of Initiation or Acceptance Rites).

Each organization is allowed to hold only one ceremonial initiation rite, except when the number of neophytes, recruits or pledges requires more. In no case should a neophyte, pledgee or recruit undergo more than one ceremonial initiation.

All initiation sessions must be held on the campus proper. The adviser of the organization must be present at all initiation proceedings. In the final initiation program, two additional faculty or staff members of the University must be present in addition to the group advisers.

Members of fraternities shall not be permitted to participate in the initiation of sister of sororities or vice versa. In cases of organizations which have both male and female members, the male members shall not be allowed to initiate any of the female recruits, neophytes or pledges, and female members shall not be allowed to initiate the male neophytes or recruits.

Each organization's set of officers, the advisers, and the University representatives are responsible for the physical welfare of every individual neophyte, recruit or pledgee, as well as for the regular members of the organization.

The whole initiation period should last no longer than three days.

All initiation expenses should be kept within reasonable limits, bearing in mind the capacity of each recruit, neophyte or pledgee.

Any violation of these rules and regulations shall constitute grounds for the immediate suspension of the offending organization and disciplinary procedures for erring students.

Requirements for the Conduct of Initiation or Acceptance Rites

1. All duly recognized student organizations (except course-related organizations) are required to file a permit for initiation or acceptance rite at the Student Organizations and Activities Division office.
2. The initiation and acceptance rite permit must be processed and approved seven days before the conduct of such initiation or acceptance rite.
3. All forms of hazing that inflict physical harm to the recruit, neophyte, or applicant as defined under R.A. No. 8049 are strictly prohibited and are considered illegal.
4. The following are the requirements that must be submitted to the SOAD office for the initiation or acceptance rite:
 - a. Approved initiation or acceptance rite permit.
 - b. A written notice of initiation or acceptance activities of the recruit, neophyte, or applicant, which includes detailed programs and schedules of the initiation or acceptance rite. Initiation or acceptance activities shall not exceed three (3) days.
 - c. The specific venue of the initiation or acceptance activities.
 - d. A complete list of all recruits, neophytes, or applicants and their corresponding application forms.
 - e. A list of the two (2) University representatives excluding the organization's advisers, approved, approved by the SOAD office and the organization.

5. The University representatives, the organization's advisers, and the organization's president shall submit a complete list of newly accepted recruits, neophytes, or applicants not later than three days after the activity.
6. Only the names of the newly accepted recruits, neophytes, or applicants duly certified by the University representatives shall be recognized and registered by the organization and the SOAD office.
7. Violation of the guidelines shall be dealt with severely.

Solicitation of Funds, Prizes and Sponsors

Only recognized organizations, with approval from the office of the University President, may be authorized to raise funds, solicit prizes, sponsors or patrons.

All applications for money-raising projects must be accompanied by a budget of expected income and expenses, as well as details of the purpose of holding the money-raising activity. Permission will be given only if the money to be raised is intended for a worthy cause. The SOAD will issue the necessary forms and will also give instructions on the proper keeping of the record. Tickets must be sold on a cash basis only.

Publicity on Campus

Student organizations are urged to use the University bulletin boards. Department and dormitory bulletin boards may not be used by the students unless permission is first secured from the department or dormitory concerned.

Unauthorized bulletin boards and billboards are not allowed on any campus property. Bulletin boards which are properly authorized may be set up in designated places in the University campus.

Posters on the University bulletin boards shall in no case exceed 16 inches by 11 inches (1 cartolina) in size. No poster shall be posted without the approval by the SOAD Office. Posters must be removed immediately after the termination of the announced activity by the organization sponsoring the activity. No posters or announcements may be posted on trees or walls on the campus. Any violation of the provisions shall cause the removal of the posters by authorized persons.

Announcements regarding activities of organizations must first be cleared with the SOAD office to ensure that these activities have been duly approved.

VIII. STUDENTS' RIGHTS AND RESPONSIBILITIES

1. Students and student organization enjoy the right to freely examine and discuss all issues of interest and to express opinions publicly or privately.
2. It is the responsibility of all students to obey all duly approved university policies, rules and regulations, and those of their respective colleges/ departments as well as local and national laws. Violations may result in a variety of sanctions.
3. It is expected that all students will strive to foster academic excellence and integrity both inside and outside the classrooms.
4. All students may participate in curricular and extra-curricular activities without being discriminated against on the basis of race, creed, national origin, religion, gender, age, disability, marital status, or sexual orientation.
5. Students may pursue educational, recreational, social, and cultural activities in an atmosphere that challenges and promotes their intellectual and personal growth and development.

6. Students have the right to seek personal, emotional, social, and academic counseling and guidance.
7. The students have the right to a university environment that is characterized by safety and order.
8. Students have the right to privacy. Students have the right to access their own scholastic, personal, and college records. Students have the right to examine, request for corrections of records which are inaccurate in the presence of a faculty or staff member. The University will not permit access to, or the release of student records, or personally identifiable information contained therein, other than public information, without the written consent of the student.
9. Students have the right to assume responsibility or liability for their conduct and/ or behavior. Responsibility and liability rest with the students' inherent attributes as mature individuals and as members of the academic community.
10. Students have the right to inquire and discuss matters related to their study and their performance with their teachers. They have the right to be evaluated solely on the basis of their academic performance, not on the opinions conduct in matters unrelated to academic standards. They have the right to be protected through established procedures against unfair academic evaluation.
11. The university shall handle disciplinary cases in a fair and most expeditious manner in accordance with the established procedure.
12. The authority to impose disciplinary measures involving suspension of more than 10% of the total academic days of the school year, dismissal, and expulsion upon the recommendation of the University Disciplinary Board (UDB) lies on the President of Silliman University.

Students subjected to disciplinary hearings have the following rights:

2. the right to be informed officially of the charges and his/her rights;
3. the right to notice of the time, date and place of hearing
4. the right to present witnesses and evidence;
5. the right to have an adviser;
6. the right to know the names and titles of the members of the University Disciplinary Board (UDB);
7. the right to know names of the complaint and other respondents if any, and to confront witnesses that testify against them.

Violations of Academic Rules and Standards

1. Cheating, which may include, but are not limited, to the following forms:
 - e. Looking at another's answers/works during examination;
 - f. Showing or disclosing answers during examination period;
 - g. Using notes, notebooks, or textbooks, audio or visual recording, or other materials which are not explicitly authorized by the professor for students' use during the examination.
2. Plagiarism which is the act of taking ideas, writing the works from another and passing them off as one's own, or using the work of another without giving due credit to the source.
3. Other forms of intellectual dishonesty such as knowingly furnishing false information , distorting or omitting data that would provide the necessary and required information to the Registrar, the instructor/teacher, university and college offices for any academic-related purposes.
4. Violations of academic conduct also relate to stolen tests, falsified records, vandalism of library, laboratory, and instruction materials, and breach of computer security.

Violation of University Policies and Regulations

Disciplinary sanctions are imposed for violations of university policies and regulations committed by students or student groups within and outside the campus, adversely affecting the reputation of the University or a student's status, which include, but are not limited to, the following:

Minor Offenses

1. The possession and drinking of liquor and alcoholic beverages inside the campus.
2. Intoxication within the university. Smoking, vaping, using e-cigarettes and related substances inside the campus and in all buildings owned and operated by Silliman University.
3. Misuse of or tampering with the university's electrical system, telephone service, fire safety equipment and other security devices.
4. Malicious dissemination of false reports, threats of fire, explosion or other emergency.
5. Failure to comply with the lawful directions of the university officials including law enforcement or security officers, acting in good faith and in the performance of their duties.
6. Unjustifiable or deliberate interference or disruption of the academic functions and university activities which tend to create disorder, breach of peace, or serious disturbance.

The following are considered offenses/violations under this provision:

1. Disruption of regular classes, research, administration, disciplinary procedures and other institutional activities inside the classrooms or offices without the permission of those concerned.
2. Disruption of co- and extra-curricular activities which include convocations, symposia, for a, and other cultural presentations or shows.
3. Demonstrations or rallies accompanied by force, violence, and/ or coercion.
4. Display or distribution of materials deemed offensive to public morals within the University.

Major Offenses

1. Committing a minor offense the second time and thereafter makes it a major offense.
2. Malicious damage, misuse, or theft of university or personal property.
3. Vandalism to university and property are those belonging to other persons.
4. Possession or use of firearms or deadly weapons, and dangerous chemicals of any kind or description.
5. Unauthorized possession of fireworks, explosives, or other highly combustible, radioactive substances
6. Unauthorized entry to or use of any university building, office, or private property within the campus.
7. Disregard and/or willful violation of established policies, rules, and regulations of the University.
8. Unauthorized solicitation, extraction, or collection of money, cheques, and other instruments with monetary equivalent in connection with matters pertaining to the University.
9. The sale, use, or possession of prohibited substances such as shabu, marijuana, and other illegal or regulated drugs or drug paraphernalia in violation of law or ordinance.
10. Violations of academic integrity such as, but not limited to:
 - a. Plagiarism
 - b. Forgery
 - c. Falsification
 - d. Fraudulent alteration, unauthorized access to, disclosure of, or use of any university document, record, or identification papers, including but not limited to, identification cards, electronic software, data, and records.
11. Assault, physical, electronic, or verbal abuse, intimidation, threats, harassment, coercion or other conduct that threaten or endanger the health, safety, and/or taint the moral and/or professional standing of any person.
12. Hazing or any practice by a group or individual that is contrary to the Anti-Hazing Law (Republic Act No. 8049). The consent of those hazed shall not be considered a defense.
13. Acts of immorality, including but not limited to:
 - a. Acts deemed offensive to public morals such as indecent or obscene conduct or behavior

- b. Any act that is sexual in content, including but not limited to voyeurism, obscene phone calls or texting
 - c. Prostitution and solicitation of sexual favors
 - d. Exhibitionism resulting in public scandal
14. Sexually related crimes such as rape, acts of lasciviousness, seduction, corruption of minors, and minors, and statutory rape.
 15. Sexual harassment as defined under the Anti-Sexual Harassment Law (Republic Act No. 7877)
 16. Public and malicious imputation of a crime, or of a vice or defect, real or imaginary, or any act, omission, condition, status or circumstance tending to discredit or cause the dishonor or contempt of any person.
 17. Bullying as may be defined by the University Policy.
 18. Any other act committed by students or student groups within or outside the campus, which in the judgment of the duly constituted bodies of the university adversely affect the reputation of the university or the status and/or safety of its students.

IX. DISCIPLINARY PROCEDURE AND DUE PROCESS

- A. Any member of Silliman University and the community or the university itself may file a complaint or charge against a student.
- B. The complaint or charge must be submitted in writing to the following office:
 - Dean of Students
 - Dean of College
 - Department Chairperson
 - Student Grievance Center
 - Dormitory Manager; and
 - Student Government
- C. All complaints and grievances received from the abovementioned offices must be submitted to the College Dean concerned for initial processing and evaluation.
- E. In cases where it involves minor offenses, academic violations, or the penalty is not suspension of more than 10% of the total academic days of the school year, dismissal, or expulsion, the aforementioned offices will submit the complaint or charge to the Office of the College or School Dean or Director where the student/s belongs for appropriate disciplinary action which includes but not limited to possible settlement or dispute/conflict resolution. The Office of Student Affairs must be furnished written information on all resolutions for record purposes.
- F. Processing of disciplinary cases at the college or school level:
 1. The Dean or Director will compose and appoint a college or School Discipline Committee of not less than five (5) but not more than seven (7) members of the faculty including the College or School Governor or President.
 2. Upon receipt of the charge against a student, the Dean or Director or his/her authorized representative shall inform the student concerned of the nature of the complaint against him/her and the possible penalties. The student charged shall answer the complaint in writing, within (3) academic days from the time he/she receives the written notice of the complaint. Failure to answer may cause a declaration of default against the student, in which case the complaint shall be decided by the Dean or Director or his/her representative on the basis of the evidence presented by the complainant.

3. Within five (5) academic days upon receipt of the answer, the Dean or Director or his/her representative shall summon the complainant and the respondent to appear before him/her. The purpose of the meeting is to determine if reasonable grounds exist to support the charge, whether the case can be elevated to the University Disciplinary Board, and/or if the charge can be disposed of administratively by agreement of the parties and the Dean or Director.
4. If reasonable grounds exist, the College or School Discipline Committee shall be convened to hear the case the soonest possible time.
5. The hearing shall be conducted in accordance with the following procedure:
 - a. Parties will be given notice of hearing at least three (3) academic days prior to the hearing date.
 - b. The parties have the opportunity of either having a hearing on the charges or waiving the right to a hearing and accepting the penalty to be imposed.
 - c. The parties have the opportunity to present evidence and witnesses.
 - d. Notice of findings and sanctions imposed
6. Within five (5) academic days from the day the hearing is completed, the College or School Discipline Committee shall submit its decision to the Dean or the Director for recommendation. The Dean or Director shall then submit the recommendation within five (5) academic days to the Vice-President for Academic Affairs (VPAA) for approval. The VPAA will review the decision and render the same which affirms, denies, or modifies the recommendation within seven (7) academic days. The decision of the VPAA is final.

F. If the nature of the violation requires a penalty of suspension of more than 10% of the total academic days of the school year, dismissal, or expulsion, as may be recommended by the College Dean or Director, the case shall be elevated to the University Disciplinary Board. The complaint or the charge is submitted to the Office of the Dean of Students and the following procedure shall be followed:

1. Upon receipt of the charge against a student, the Dean of Students or his/her authorized representative shall inform the student concerned of the nature of the complaint against him or her and the possible resulting penalties. The student charged shall answer the complaint in writing, within (10) academic days from the time he/she receives the written notice of the complaint. Failure to answer may cause a declaration of default against the student in which case the complaint shall be decided by the Dean of Students or his/her representative on the basis of the evidence presented by the complainant.
2. Within five (5) academic days upon receipt of the answer, the Dean of Students or his/her representative shall summon the complainant and the respondent to appear before him/her. The purpose of the meeting is to determine if reasonable grounds exist to support the charge and/or if the charge can be disposed of administratively by agreement of the parties and the Dean of Students.
3. If violation will result in suspension, dismissal, or expulsion, the case must be heard by the University Disciplinary Board.
4. Pending the proceedings before the University Disciplinary Board, the graduation of the student from Silliman University shall be held in abeyance.
5. While it is generally acknowledged that disciplinary proceedings in institutions of higher learning need not observe the same requirements of due process in courts of law, Silliman University ensures that the rudimentary requirements of due process are followed in all disciplinary cases, as required under Sec. 105 of the Manual of Regulations for Private Higher Education,. These are:
 - a. Notice within a reasonable period of time, of the nature and cause of the complainant or charge and of the possible penalties to the respondent student. If the student is a minor, the parent or guardian shall be furnished with a copy of the show cause letter;
 - b. The opportunity to answer the complainant or charge within at least ten (10) academic days from receipt of the notice;
 - c. The opportunity of either having a hearing on the charges or waiving the right to a hearing and accepting the penalty to be imposed;

- d. Notice of the time, place and date of hearing at least three (3) academic days in advance;
 - e. In all stages of the proceedings, the student shall have the right to the assistance of a counsel of his/her own choice;
 - f. The opportunity to present evidence and witnesses on his/her behalf;
 - g. Notice of findings and sanctions imposed;
 - h. The opportunity to appeal; and
7. If the student is found culpable for the offense charged, the punishment imposed should be commensurate with the nature and gravity of the offense.
6. The conduct of the hearing:
 - a. The parties will be introduced by the presiding member of the university Disciplinary Board (UDB);
 - b. The presiding member will state the charges against the student;
 - c. The student has the right to be accompanied by an adviser/counsel. The adviser/counsel will only advise the complainant or respondent during the hearing. The adviser/ counsel is not allowed to participate in the hearing unless invited to do so;
 - d. The student charged will plead responsible or not responsible;
 - e. The hearing will be closed to all who are not directly involved in the case;
 - f. Witnesses are subject to the cross-examination by the members of the University Disciplinary Board;
 - g. Witnesses are to be examined separately and will leave after testimony is taken;
 - h. Matters deemed confidential by the University Disciplinary Board should be accorded utmost confidentiality.
 7. The University Disciplinary Board shall determine, on the basis of the clear and strong evidence presented, whether the student is responsible for the complaint charged. In imposing sanctions, the Board may take into account the student's disciplinary record. The decision must be submitted to the University President within ten (10) academic days after the hearing is completed.
 8. Decisions of the University Disciplinary Board (UDB) shall be automatically reviewed by the Vice-President for Academic Affairs (VPAA), except for dismissal and expulsion by the University President, within seven (7) days from receipt of the decision, and the decision of the matter is final.
 9. The decision of the University Disciplinary Board (UDB) shall be automatically reviewed by the University President when involving dismissal and expulsion within seven (7) academic days upon receipt of the decision. The decision of the matter is final.
 10. In case of expulsion, the decision of the University President will be reviewed by the Commission on Higher Education (CHED).
 11. Only the following grounds can be made as a basis for an appeal or review:
 - a. severity of the penalty
 - b. procedural error
 - c. new evidence
 12. The student may appeal on the basis of the aforementioned grounds in writing to the University President within five (5) academic days from the receipt of the decision.
 13. The University President will act on the student's appeal within ten (10) academic days upon receipt of the appeal. The University President may uphold or modify the decision of the UDB, or grant a rehearing of the issues raised in the appeal.

X. COMPOSITION OF THE UNIVERSITY DISCIPLINARY BOARD

The University Disciplinary Board shall be composed of the following:

1. Presiding Chairperson (appointed by the President)
2. Dean of Students or his/her representative,

3. Two (2) Members from the Dean's Conference, who are not from the college where the respondent belongs and appointed by the Vice-President for Academic Affairs).
4. One faculty member, preferably the chairman of the department to where the student belongs;
5. Dormitory manager or matron (if the student is a resident in the dormitory):
6. One student representative from the Student Government.
7. SUFA Representative (under existing Collective Bargaining Agreement).

XI. CATEGORIES OF PENALTIES

Copies of the sanctions may be filed in the student's file at the Office of Student affairs, the Office of Admissions and Registrar, and at the student's academic college. The following sanctions may be imposed for violations of university rules and regulations:

Preventive/Immediate Suspension

A student may be preventively suspended from entering school premises and from attending classes, when the evidence of guilt is strong, and the responsible school official is morally convinced that the continued stay of the student pending the investigation would cause sufficient distraction to the normal operations of the university, or would pose threat or danger to persons or property inside the university's premises. (Section 106, MORPHE)

The student under immediate suspension shall be entitled to a hearing within three (3) academic days upon receipt of the notice of suspension. The College or School Discipline Committee or the University Disciplinary Board shall recommend to the Dean or Director or Dean of Students whether the suspension be lifted or the suspension be continued until the resolution of the case.

Counseling

An inherent component of Silliman University's redemptive approach to discipline is the provision of COUNSELING to students from the start of the disciplinary process until its completion. This is to assist the student in his/her struggle to understand the consequences of his/her behaviour towards greater appreciation of the university's thrust for character building.

Warning

The student receives notice that he or she violated university rules and regulations and is warned that future violations by him/ her shall be dealt with more severely.

Probation

Students on disciplinary probation are not in good standing with the university for a period of time. Certain restrictions may accompany the probation status, such as disallowing membership in student organizations or participation in non- academic activities for the duration of the probation status. A subsequent violation of the university's rules and regulations, even if minor, may result in the suspension or expulsion of the student.

Loss of Privilege

Denial or loss of privilege including the use of University facilities for a specific period of time consistent with the violation committed.

Eviction

The sanction requires the students to be removed or evicted from the dormitory facilities and other University facilities. Application and fees inherent to the use of the facilities will not be refunded.

Restitution

The sanction requires the student to pay the university, persons, or groups for damages incurred as a result of the violation. This may be imposed separately or with other sanctions.

Educational Experience

The sanction is intended to create a constructive activity that is assigned to students as a redemptive sanction. It is designed to enhance a student's ability to learn from the disciplinary experience and promote learning that will lead to responsible decision making in the future.

Suspension

The student is prohibited from attending classes or any event in the university and from being present in the campus during his or her period of suspension.

Dismissal or Non- readmission

The student is dismissed from the university and is never re-admitted thereto. However, he or she may still secure a certificate of honorable dismissal from the university. Unlike the penalty of exclusion, the student is allowed to complete the current school term when the resolution for non-readmission was promulgated.

Exclusion

The name of the erring student will be excluded or dropped from the roll of students immediately upon resolution for exclusion was promulgated. This penalty may be imposed for acts or offenses such as dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of prohibited drugs, drug dependency, drunkenness, hooliganism, vandalism and other offenses analogous to the foregoing. (Section 106 (3), MORPHE)

Expulsion

This is a penalty wherein the university declares an erring student disqualified for admission to any public or private higher education institution in the Philippines. In any case, the penalty of expulsion cannot be imposed without the approval of the chairman of the Commission. This penalty may be imposed for acts or offenses involving moral turpitude or constituting gross misconduct, which are considered criminal pursuant to existing penal laws. (Section 106 (4), MORPHE)

Other Sanctions

Other sanctions may be imposed at the discretion of the University Disciplinary Board (UDB) such as restricting the movement of dormitory residents found to have violated dormitory or university regulations or campus and community services. Those who are responsible for acts of vandalism may be required to clean or restore the vandalized property to its former condition. There are also redemptive options of campus and community services in which the parents and guardians are made a party in the process to determine the most appropriate sanctions.

Repeated or aggravated violations of university regulations may result in suspension or dismissal or other more severe disciplinary measures.

Misconduct or violation of university rules by student organizations may include the revocation or denial of recognition or registration in addition to other appropriate sanctions which may likewise be imposed upon those committing misconduct or violations.

XII. ANTI-BULLYING POLICY

Silliman University promotes a zero-tolerance policy for any act of bullying and other forms of abuse on school property or at school-sponsored functions. All students are entitled to a safe and secure learning environment; bullying work against the achievement of that goal. Thus, all administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil.

It is the policy of the University to prohibit reprisal or retaliation against individuals who report acts of bullying or intimidation or who are victims, witnesses, bystanders, or others with reliable information about an act of bullying, harassment, or intimidation

Definition of Bullying

“Bullying” means intentional conduct, including verbal, physical, or written conduct that creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance, or with a student’s physical or psychological well-being and is:

- motivated by an actual or a perceived personal characteristic including race, national origin, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socio-economic status, familial status, or physical or mental ability or disability;
- threatening or seriously intimidating;
- occurs on school property, at a school activity or event, or on a school bus; or
- substantially disrupts the orderly operation of a school.

Types and examples of bullying behavior may include but are not limited to:

- Physical – shoving, hitting, poking, tripping, knocking books out of a person’s hands;
- Verbal – name-calling, belittling, making unkind, suggestive or abusive remarks;
- Relational – shunning or excluding someone, spreading rumors, making false accusations, interfering in friendships;
- Property - vandalizing, theft;
- Initiation rituals – forcing someone to do something inappropriate, embarrassing or demeaning.

XIII. CRISIS PREVENTION AND RESPONSE POLICY AND PROTOCOL

Silliman University as an institution of higher learning is committed in ensuring the health, safety, security, and welfare of persons as well as protection of property in the campus. The protocol is intended to establish framework and guidelines for an immediate response to a declared emergency or crisis.

For purposes of this protocol, an emergency or crisis is defined as: “an urgent and/ or critical situation, temporary in nature, that threatens or causes harm to people or causes harm to individuals, the environment, university property or disrupts critical operations.”

Policy

In case of an emergency or a crisis, it is the policy of the University:

- To authorize and initiate timely and appropriate response from the Crisis Prevention and Response Team (CPRT) with the assistance of the University Security and Information Office, Silliman University Medical Center Foundation, Inc., Dumaguete City, Philippine National police, City Fire Department, and other colleges/departments/ units.
- To require all individuals in the university to fully cooperate/coordinate with the CPRT upon the activation of emergency and crisis response.
- To establish and maintain a CPRT responsible to oversee the management of emergency or crisis procedures.
- To designate a CPRT Chairperson to be responsible for the administration of emergency or crisis prevention and response.
- To require all colleges and departments and other units/offices to prepare appropriate emergency and crisis response plan.
- To authorize the CPRT to coordinate with the local authorities, such as the City Government of Dumaguete, Philippine National Police, City Fire Department, and other governmental and non-governmental agencies/ organizations in the event of widespread emergency or disaster.
- To establish necessary mutual aid agreements or assistance with other emergency services, institutions, or organizations to ensure adequate resources to cope with emergency or crisis that may arise.
- To establish a crisis Operation Control Center to coordinate the response to a major emergency or crisis.

Emergency and Crisis Response Protocol

Fire and Building Evacuation

Fire Emergency

Inside the building:

- Do NOT panic
- Activate a fire alarm or pull station
- Call or text 2101 (University Hotline Number)
- Evacuate the building using the fire exit or building evacuation instructions
- Do not lock the doors when leaving

Outside the building

- Call or text 2101 (University Hotline Number)
- Give caller name, address, and location of fire
- Do NOT activate the building fire alarm system

Building Evacuation

When the building fire alarms sound:

- Immediately evacuate using the fire exit or building emergency instructions
- Assist the evacuation of individuals with special needs
- Do not lock the doors when leaving
- Walk to the nearest exit/ stairwell

- Proceed to the safest area outside the building
- Call or text 2101 (University Hotline Number)
- Give caller name, address, location of fire

Bomb Threat

Important Information:

- Schools are responsible for assessing bomb threats to determine credibility.
- All bomb threats must be taken seriously until they are assessed.
- The decision whether or not to evacuate rests with the university, unless a device is located.

By Telephone Call

- List down all the information

By Written Note

- Preserve the evidence
- Place note in the plastic bag, if available
- Immediately after the call is terminated call local 299 (Security Office) or dial 0 (PABX Operator)
- Notify the department head or the administrator of the building, or office of the Dean
- Meet and assist the University official and security personnel
- As directed by the proper University authorities, help locate and identify suspicious item
- Do not touch any suspicious item/s, package/s, or device/s
- Evacuate the buildings as directed by the building evacuation plan
- Do NOT re- enter building until cleared by authorized personnel

Medical Emergency

- Call or text 2101 (University Hotline Number)
- Provide the following information: Location of emergency; type of injury, if known; brief description of injured person
- Do NOT move or transport the injured if, possible
- Give full attention to the victim/s
- Ask person/s for an assistance to locate the nearest office in the vicinity
- Assist the transportation of the injured to the SU Medical Center

Fight/Disturbance

- Ensure the safety of students, faculty, and staff first
- Notify the nearest office in the vicinity (administrator, or dean)
- Call or text 2101 (University Hotline number) or 299 (Security Office) or dial 0 (PABX Operator)
- Don't let a crowd incite participants. Disperse onlookers and keep others from congregating in the area
- When participants are separated, do not allow further visual or verbal contact.
- Deal with event according to school's discipline policy
- For fights or disturbances that elevate to possible assault level, refer to Assault guidance
- Meet and assist the University official or security personnel in the investigation

Assault

- Ensure the safety of students, faculty, and staff first
- Notify the nearest office in the vicinity
- Call or text 2101 (University Hotline Number)

- Notify the security personnel if circumstances lead you to believe that criminal activity is involved, e.g., if a weapon is used, if there has been a sexual assault or there is physical injury that causes substantial pain
- If victim requires medical attention, follow Medical Emergency procedures
- Do not leave the victim alone
- Meet and assist the University official or security personnel in the investigation

Theft/Robbery

- Discovery of missing personal belongings
- Call or text 2101 (University Hotline Number)
- Call for help or assistance from the nearest office or building administrator
- Meet and assist the University official or security personnel in the investigation

Snatching/hold up

- Do NOT attempt to resist or fight with the perpetrator/s
- Call or text 2101 (University Hotline Number)
- Ask for help/ assistance to the nearest office in the area or security outpost.
- Meet and assist the University official or security personnel in the investigation

Hostage

Witness to a hostage situation:

- If the hostage-taker is unaware of your presence, DO NOT INTERVENE!
- Notify the nearest office in the vicinity. The university official, administrator, or the dean may wish to initiate lockdown procedures or evacuation
- Call or text 2101 (University Hotline Number) or 299 (Security Office) or dial 0 (PABX Operator). Give dispatcher details of situation
- Security personnel will take control of hostage scene; university official, administrator, or the dean coordinates with police or security personnel for safety and welfare of students, faculty, and staff

If taken hostage:

- Cooperate with hostage-taker to the fullest extent possible
- Try not to panic. Calm students if they are present
- Treat the hostage-taker as normally as possible
- Be respectful to the hostage-taker
- Ask permission to speak; do not argue or make suggestions

Shooting

If a person displays a firearm or begins shooting:

- Move to or seek safe shelter. Go to lockdown procedures
- Notify the nearest office in the vicinity
- Call or text 2101 (University Hotline Number) or call 299 (Security Office) or dial 0 (PABX Operator)

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If you hear gunshots:

- If possible, determine where shooting is taking place
- Seek safe shelter
- If outside, stay as low to the ground as possible, and find any kind of cover
- If inside, go to lockdown procedures
- Notify the nearest office in the vicinity when it is safe to do so
- University official or administrator or security personnel or the police may order lockdown procedures
- Assess the situation as to:
 - Shooter's location

- Injuries
- Potential for additional shooting
- Call or text 2101 (University Hotline Number) or 299 (Security Office) or dial 0 (PABX Operator) and give as much detail as possible about the situation
- Secure the vicinity, if appropriate
- Help students, faculty, and staff find safe shelter
- Care for the injured if it is safe to do so until emergency responders arrive. Do not add to the victim list by exposing yourself to danger

Sexual Assault / Harassment / Rape

- Get to a safe place as soon as you can
- Try to preserve all physical evidence
- Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic bag.
- Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action.
- Call or text 2101 (University Hotline Number) or call Security Office 299.
- Call for help or assistance to the nearest office in the vicinity or security outposts
- Talk with a counselor who will maintain confidentially, help explain your options, give you information, and provide emotional support
- Contact someone you trust to be with you and support you
- The Office of Student Affairs upon notification of the incident shall facilitate the investigation as well as the filing of complaint against the suspected individual/s.

Suicide

Early signs/suicide attempts/serious acts of self-harm

- In the event that a person indicates alarming signs of suicide ideation, report to the nearest guidance counselor of your college for assistance.
- In case of suicide attempt or serious act of self-harm, call or text 2101 (University Hotline Number) or notify any person of authority in the building or vicinity for medical emergency.
- If the attempt is less serious or non-life threatening, the student shall be referred to the Student Guidance and Testing Division for appropriate counseling intervention as soon as possible. The Office of Student Affairs shall also notify the guardian or the family of the student. If the student fails to cooperate with the Student Guidance and Testing Division, the Office of Student Affairs shall notify the guardian or family of the student for consideration of involuntary withdrawal.
- If the attempt is serious and life threatening, the Office of Student Affairs shall notify the family immediately and arrange for immediate trauma and counseling response.
- Upon release and recovery of the student, the student shall be referred to the Student Guidance and Testing Division and arrange for mandatory counseling sessions. If the student fails to cooperate with the Student Guidance and Testing division, the Office of Student Affairs shall notify the guardian or family of the student for consideration of involuntary withdrawal.
- In cases of serious and repeated attempts, and when attempts to secure voluntary cooperation from the student have failed, the Office of Student Affairs in coordination with the Student Guidance and Testing Division, shall consider the suitability of continued enrolment. If an involuntary withdrawal is imposed, psychiatric and medical evaluations must be processed to support the decision. (The Office of Student Affairs reserves the right to choose an independent evaluation, the method, and the entity/ person who will conduct the evaluation)
- If the student withdraws voluntarily or involuntarily from the University as a result of a suicide attempt or other self-harm incident, the Office of Student Affairs will place the student's future enrolment or registration on hold until it is determined by the Office of Student Affairs that the student (supported by psychiatric and medical evaluations as previously mentioned) is ready to return to the University.

- In the event of student suicide, the staff, person, or student who received the initial notification shall notify the University Security and Information Office and the Office of Student Affairs, who will then immediately notify the police.
- The Office of Student Affairs shall assume responsibility of contacting the guardian and the parents or other emergency contacts.
- The Office of Student Affairs through the Student Guidance and Testing Division shall assess impact populations and dispatch counseling team (i.e. roommates, fellow residents, classmates, friends, student groups or organizations who may be affected by the incident)
- The Office of Student Affairs shall implement procedures regarding the death of a student by providing notices to administrative and academic units in coordination with the Vice- President for Academic Affairs. Information shall be provided to the Office of Information and Publications for the official University press statement.

REPUBLIC ACT NO. 7877

“AN ACT DECLARING SEXUAL HARASSMENT UNLAWFUL IN THE EMPLOYMENT, EDUCATION OR TRAINING ENVIRONMENT, AND FOR OTHER PURPOSES”

Be it enacted by the Senate and House of Representatives of the Philippines in Congress assembled:

SECTION 1. Title. – This Act shall be known as the “Anti- Sexual Harassment Act of 1995.”

SECTION 2. Declaration of Policy. – The State shall value the dignity of every individual, enhance the development of its human resources, guarantee full respect for human rights, and uphold the dignity of workers, employees, applicants for employment, students or those undergoing training, instruction or education. Towards this end, all forms of sexual harassment in the employment, education or training environment are hereby declared unlawful.

SECTION 3. Work, Education or Training – Related, Sexual Harassment Defined. – Work, education or training-related sexual harassment is committed by an employer, employee, manager, supervisor, agent of the employer, teacher, instructor, professor, coach, trainor, or any other person who, having authority, influence or moral ascendancy over another in a work or training or education environment, demands, requests or otherwise requires any sexual favor from other, regardless of whether the demand, request or requirement for submission is accepted by the object of said Act.

(a) In a work-related or employment environment, sexual harassment is committed when:

- (1) The sexual favor is made as a condition in the hiring or in the employment, re-employment or continued employment of said individual, or in granting said individual favorable compensation, terms of conditions, promotions, or privileges; or the refusal to grant the sexual favor results in limiting, segregating or classifying the employee which in any way would discriminate, deprive or diminish employment opportunities or otherwise adversely affect said employee;
- (2) The above acts would impair the employee’s rights or privileges under existing labor laws; or
- (3) The above acts would result in an intimidating, hostile, or offensive environment for the employee.

(b) In an education or training environment, sexual harassment is committed:

- (1) Against one who is under the care, custody or supervision of the offender;
- (2) Against one whose education, training, apprenticeship or tutorship is entrusted to the offender

(3) When the sexual favor is made a condition to the giving of a passing grade, or the granting of honors and scholarships, or the payment of a stipend, allowance or other benefits, privileges, or consideration; or

(4) When the sexual advances result in an intimidating, hostile or offensive environment for the student, trainee or apprentice. Any person who directs or induces another to commit any act of sexual harassment as herein defined or who cooperates in the commission thereof by another without which it would not have been committed, shall also be held liable under this Act.

SECTION 4. Duty of the Employer or Head of Office in a Work-related, Education or Training Environment. – It shall be the duty of the employer or the head of the work-related, educational or training environment or institution, to prevent or deter the commission of acts of sexual harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment. Towards this end, the employer or head of office shall:

(a) Promulgate appropriate rules and regulations in consultation with and jointly approved by the employees or students or trainees, through their duly designated representatives, prescribing the procedure for the investigation of sexual harassment cases and the administrative sanctions therefor.

Administrative sanctions shall not be a bar to prosecution in the proper courts for unlawful acts of sexual harassment.

The said rules and regulations issued pursuant to this subsection (a) shall include, among others, guidelines on proper decorum in the workplace and educational or training institutions.

(b) Create a committee on decorum and investigation of cases on sexual harassment. The committee shall conduct meetings, as the case may be, with officers and employees, teachers, instructors, professors, coaches, trainers, and students or trainees to increase understanding and prevent incidents of sexual harassment. It shall also conduct the investigation of alleged cases constituting sexual harassment.

In the case of a work-related environment, the committee shall be composed of at least one (1) representative from the management, the union, if any, the employees from the supervisory rank, and from the rank and file employees.

In the case of the educational or training institution, the committee shall be composed of at least (1) representative from the administration, the trainers, instructors, professors or coaches and students or trainees, as the case may be.

The employer or head of office, educational or training institution shall disseminate or post a copy of this act for the information of all concerned.

SECTION 5. Liability of the Employer, Head of Office, Educational or Training Institution. The employer or head of office, educational or training institution shall be solidarity liable for damages arising from the acts of sexual harassment committed in the employment, education or training environment if the employer or head of office, educational or training institution is informed of such acts by the offended party and no immediate action is taken.

SECTION 6. Independent Action for Damages. – Nothing in this Act shall preclude the victim of work, education or training –related sexual harassment from instituting a separate and independent action for damages and other affirmative relief.

SECTION 7. Penalties. – Any person who violates the provisions of this Act shall, upon conviction, be penalized by imprisonment of not less than one (1) month nor more than six (6) months, or a fine of not

less than ten thousand pesos (P10,000) nor more than twenty thousand pesos (P20,000), or both such fine and imprisonment at the discretion of the court.

Any action arising from the violation of the provisions of this Act shall prescribe in three (3) years.

SECTION 8. Separability Clause. - If any portion or provision of this Act is declared void or unconstitutional, the remaining portions or provisions hereof shall not be affected by such declaration.

SECTION 9. Repealing Clause. - All laws, decrees, orders, rules and regulations, other issuances, or parts thereof inconsistent with the provisions of this Act are hereby repealed or modified accordingly.

SECTION 10. Effectively Clause. - This Act shall take effect fifteen (15) days after its complete publication in at least two (2) national newspapers of general circulation.

REPUBLIC ACT NO. 8049
“AN ACT REGULATING HAZING AND OTHER FORMS OF INITIATION RITES IN
FRATERNITIES, SORORITIES, AND OTHER ORGANIZATIONS AND PROVIDING
PENALTIES THEREOF”

SECTION 1. Hazing, as used in this Act, 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 other similar tasks or activities or otherwise subjecting him to physical or psychological suffering or injury.

The term “organization” shall include any club or the ARMED Forces of the Philippines, Philippine National Police, Philippine Military Academy, or officer and cadet corp of the Citizen’s Military Training and Citizen’s Army Training. The physical, mental and psychological testing and training procedure and practices to determine and enhance the physical, mental, and psychological fitness of prospective regular members of the Armed Forces of the Philippines and the Philippine National Police as approved by the secretary of National Defense and the National Police Commission duly recommended by the Chief of Staff, Armed Forces of the Philippines and the Director General of the Philippine National Police shall not be considered as hazing for the purposes of this Act.

SEC. 2. No hazing or initiation rites in any form or manner by a fraternity, sorority or organization shall be allowed without prior written notice to the school authorities or head of organization seven (7) days before the conduct of such initiation. The written notice shall indicate the period of the initiation activities which shall not exceed three (3) 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.

SEC. 3. The head of the school or organization or their representatives must assign at least two (2) representatives of the school or organization, as the case may be, to be present during the initiation. It is the duty of such representative to see to it that no physical harm of any kind shall be inflicted upon a recruit, neophyte or applicant.

SEC. 4. If the person subjected to hazing or other forms of initiation rites suffers any physical injury or dies as a result thereof, the officers and members of the fraternity, sorority or organization who actually participated in the infliction of physical harm shall be liable as principals. The persons who participated in the hazing shall suffer:

The penalty of reclusion perpetua (life imprisonment) if death, rape, sodomy or mutilation results there from.

The penalty of reclusion temporal in its maximum period (17 years, 4 months and 1 day to 20 years) if in consequence of the hazing the victim shall become insane, imbecile, impotent or blind.

The penalty of reclusion temporal in its medium period (14 years, 8 months and one day to 17 years and 4 months) if in consequence of the hazing the victim shall have lost the use of speech or the power to hear or to smell, or shall have lost an eye, a hand, a foot, an arm or a leg or shall have lost the use of any such member shall have become incapacitated for the activity or work in which he was habitually engaged.

The penalty of reclusion temporal in its minimum period (12 years and one day to 14 years and 8 months) if in consequence of the hazing the victim shall become deformed or shall have lost any other part of his body, or shall have lost the use thereof, or shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than ninety (90) days.

The penalty of prison mayor in its maximum period (10 years and one day to 12 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period of more than thirty (30) days.

The penalty of prison mayor in its medium period (8 years and one day to 10 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged for a period often (10) days or more, or that the injury sustained shall require medical assistance for the same period.

The penalty of prison mayor in its minimum period (6 years and one day to 8 years) if in consequence of the hazing the victim shall have been ill or incapacitated for the performance on the activity or work in which he was habitually engaged from one (1) to nine (9) days, or that the injury sustained shall require medical assistance for the same period.

The penalty of prison correccional in its maximum period (4 years, 2 months and one day to 6 years) if in consequence of the hazing the victim sustained physical injuries which do not prevent him from engaging in his habitual activity or work nor require medical attendance.

The responsible officials of the school or of the police, military or citizen's army training organization, may impose the appropriate administrative sanctions on the person or the persons charged under this provision even before their conviction. The maximum penalty herein provided shall be imposed in any of the following instances:

(a) when the recruitment is accompanied by force, violence, threat, intimidation or deceit on the person of the recruit who refuses to join;

(b) when the recruit, neophyte or applicant initially consents to join but upon learning that hazing will be committed on his person, is prevented from quitting;

(c) when the recruit, neophyte or applicant having undergone hazing is prevented 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) when the hazing is committed outside of the school or institution; or

(e) when the victim is below twelve (12) years of age at the time of the hazing.

The owner of the place where hazing is conducted shall be liable as an accomplice, when he has actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring. If the hazing is held in the home of one of the officers or members of the fraternity, group, or organization, the parents shall be held liable as principals when they have actual knowledge of the hazing conducted therein but failed to take any action to prevent the same from occurring.

The school authorities including faculty members who consent to the hazing or who have actual knowledge thereof, but failed to take any action to prevent the same from occurring shall be punished as accomplices for the acts of hazing committed by the perpetrators.

The officers, former officers, or alumni of the organization, group, fraternity or sorority who actually planned the hazing although not present when the acts constituting the hazing were committed shall be liable as principals. A fraternity or sorority's adviser who is present when the acts constituting the hazing were committed and failed to take action to prevent the same from occurring shall be liable as principal.

The presence of any person during the hazing is prima facie evidence of participation therein as principal unless he prevented the commission of the acts punishable herein.

Any person charged under this provision shall not be entitled to the mitigating circumstance that there was no intention to commit so grave a wrong.

This section shall apply to the president, manager, director or other responsible officer of a corporation engaged in hazing as a requirement for employment in the manner provided herein.

SEC. 5. If any provision or part of this Act is declared invalid or unconditional, the other parts or provisions thereof shall remain valid and effective.

SEC. 6. All laws, orders, rules or regulations which are inconsistent with or contrary to the provisions of this Act are hereby amended or repealed accordingly.

SEC. 7. This Act shall take effect fifteen (15) calendar days after its publication in at least two (2) national newspapers of general circulation.

NOTICE

Any statement, proposition or provision in this Manual are deemed accordingly amended if inconsistent or overridden by subsequent laws and Orders of the government of the Philippines or any of its regulatory agencies; jurisprudence; actions of the Board of Trustees; and Collective Bargaining Agreements of the University.

Any subsequent laws, Orders, jurisprudence, Board actions and provisions of Collective Bargaining Agreements not yet included or covered in this Manual, are deemed automatically added to it.

Any and all provisions in the Manual are to be understood in relation to other relevant or pertinent provisions in it.