

OFFICE OF STUDENT AFFAIRS

The Office complements and supports the academic training of students through various student-related services aimed to develop academically competent, active witnesses of the Word, socially responsive and globally competitive students with a deep sense of solidarity. It also serves as the official communication link with other authorities in the University, the student body, and the general public on matters concerning student welfare and development, student activities, and student discipline. It also acts for the Administration on matters related to the implementation of university regulations concerning appropriate behavior.

GENERAL OBJECTIVES

- To provide opportunities for the students' active participation and involvement in the activities of the academic community and the wider community as well, thereby enhancing their personal growth and development for greater social responsibility
- To formulate and implement appropriate programs and services responsive to the special needs and concerns of female students
- To promote certain modes of conduct appropriate to an institution of higher learning, leading to an acceptance of, and positive response to the University's mission

SECTIONS

Based on these objectives, the Office of Student Affairs is divided into three Sections, namely: Student Activities, Women Affairs, and the Student discipline. The entire Office is managed by a Head, while each Section under it is headed by an Officer.

- **STUDENT ACTIVITIES SECTION.** The office takes charge of regulating the operations as well as the activities of all duly accredited or registered student organizations in the University for the purpose of providing the necessary guidance and assistance in the optimum utilization of their potentials/ abilities and other resources, directed towards the attainment of their respective organizational goals and objectives as envisioned in their approved Constitution and By-Laws. It also takes charge of training programs designed to produce a pool of student leaders who are actively involved in their development and that of the communities where they operate. It networks and coordinates with other service support units in the University in the regulation and supervision of student activities.

Student Organizations

The University recognizes student organizations as opportunities for developing students' talents and potentials according to their individual interests. They serve as channels for wholesome recreation, social involvement, leadership formation, and apostolate.

A Handbook containing regulations governing all campus organizations and the conduct of student activities is published by the Office of Student Affairs (OSA). Each registered student organization is given a copy.

Student organizations are categorized into two, namely: CO-CURRICULAR which are academic in nature and are college/department-based and the EXTRA-CURRICULAR organizations which are non-academic in nature and are mostly civic, socio-cultural, religious, athletic, professional service clubs and special interest groups.

Student-initiated programs or activities of recognized student organizations are clustered into major areas of development, namely: Psycho-Spiritual, Sports-Recreational, Socio-Cultural, Community Outreach, and Leadership Development.

The following are the services rendered by the Student Activities Section:

- Processes/approves registration of student organization
- Processes/approves registration of registered student organizations' publication
- Approves and issues activity permits
- Regulates and monitors student activities
- Evaluates performance of student organizations
- Organizes and conducts the search for outstanding graduates, leaders, and campus student organizations
- Organizes/conducts/facilitates leadership training seminars
- Provides mentoring and guidance to student organizations
- Screens, approves, and regulates the use of bulletin boards of student organizations

Notices and Posters

Clearance must be obtained from the Office of Student Affairs for the posting of announcements and notices, and for distribution of reading materials within the premises of the University. The office of Student Affairs in collaboration with the

Office of Security and Safety shall confiscate materials posted or distributed without permit. Proper charges shall be filed against violators.

Only duly recognized organizations are given the privilege to post notices/announcements, leaflets, handbills, manifestos and the like in the USC Campuses.

Notices, posters and streamers must be placed in the designated posting areas.

Authorship of reading materials, including leaflets and handbills issued and circulated in the University, should be properly identified and stated therein, for the purpose of determining legal liability and responsibility under existing laws of the Philippines.

The number of posters/notices and streamers is limited to:

- 10 pieces for bond paper size posters/notices per campus
- 4 pieces for cartolina size posters/notices per campus
- 1 piece streamer per campus with a maximum size of 1 x 6 meters

For outside clients, the number of posters/notices and streamers is limited to:

- 2 pieces for bond paper size posters/notices per campus
- 1 piece for cartolina size poster/notice per campus
- 1 piece streamer per campus with a maximum size of 1 x 6 meters

No corporate streamers are allowed except during University-wide activities (e.g. Intramurals, Foundation Days, etc.)

The display period for posters/announcements is limited to a maximum of one (1) week before the activity.

Notices, posters, streamers must be removed two days after the activity by the sponsoring organization or department/college. Failure to comply would mean cancellation of privilege. However, for outside clients, posters/announcements shall be removed by the General Services Personnel.

- **WOMEN AFFAIRS SECTION.** This Office complements the academic departments in their concern for the total development of female students. It organizes and provides seminar-workshops, symposia, relevant for a or activities that will hone

their active effective, assertive, and decisive potentials necessary for success in their chosen career. It also ensures that female students adhere to and abide by the Dress Code Policy and all other pertinent policies affecting them.

These are the services extended by the Women Affairs Section:

- Designs training programs for female students
- Organizes symposia/fora addressing issues and specific needs of women
- Oversees the implementation of rules regarding school uniform and school attire
- Conducts preliminary investigations on cases involving female students
- Facilitates participation of female students in relevant activities in and Off-campus
- Issues uniform exemptions/special permits for female students specially those who are:
 - Married
 - Working
 - Practicum students
 - Second coursers
 - Cross-enrollees
 - Consortium students
 - Dance troupe members
 - Varsity players
 - Differently-abled students
- **STUDENT DISCIPLINE SECTION.** The Office seeks to uphold the University and students' interest by implementing the established regulations related to appropriate behavior expected of a Carolinian studying in a Catholic University. Thus, the emphasis of all its programs and interventions are meant to prevent, if not, deter any misbehavior of students, thereby ensuring upright living.

These are the services of the Student Discipline Section:

- Accepts filing of grievances and complaints against erring students
- Prepares and facilitates sending of Notices of Summons to erring students
- Conducts preliminary investigations on minor and major violations against university policies

- Facilitates convening members of the Formal Inquiry Committee to conduct Formal Disciplinary Proceeding
- Deliberates and recommends sanctions on investigated cases
- Coordinates with the Registrar regarding non-processing and non-issuance of credentials to students with serious violations against the University
- Releases confiscated ID's
- Coordinates with the Guidance Center for counseling referrals
- Represents for and in behalf of the University and the students in cases related to student discipline
- Keeps records of cases of students with confidentiality
- Facilitates issuance of certificate of Good Moral Character
- Facilitates issuance of temporary permits and gate passes
- Interviews transferees and returning students to the University
- Imposes immediate disciplinary sanctions commensurate to minor infractions
- Facilitates inquiries/background investigation on students overall performance and behavior for reference purposes

GENERAL BEHAVIOR

Each student of the University is expected to act as a mature Christian, conducts himself/herself with dignity and deportment, and upholds the moral standards of Catholic University inside and outside the University at all times. When he/she enrolls and is accepted, a contract is established whereby he/she submits himself/herself and agrees to comply with the rules of the University. Upon Enrollment, he/she assumes all the responsibilities appertaining to his/her status as a student, specifically, towards the administration, faculty and the studentry.

A Carolinian student is expected to:

- Be neat, clean and decent in his/her attire;
- Refrain from committing acts that may embarrass the University or bring dishonor to her name;
- Abide by all laws and regulations of CHED and of the University as well as those specified in the Manual Regulations for Private Schools;
- Strive to take care of the environment and help conserve natural resources;

- Refrain from smoking in all campuses of the University and its immediate vicinity; and
- Regard his/her fellow students, the administrative employees, the faculty members, the administrators, and the guests of the University with respect. A faculty member, administrator or any person in authority can demand for the University with respect. A faculty member, administrator or any person in authority can demand for the University ID card of any student who displays discourteous and disrespectful behavior.

UNIVERSITY I-CARD

An I-CARD (Identification Card; for USC, it means Intelligent Card) is issued to each student at the time of his/her initial enrolment at the University.

- Every student of the University is required to wear his/her I-CARD and to present it to any person in authority upon demand. The I-CARD is required to the following purposes:
 - Admittance to the University Campuses
 - Use of University facilities and services like the Libraries, AV Centers, Clinics, IRM-TAP, swimming pool and all recreational facilities
 - Transacting business with University Offices, e.g. payment and verification of school accounts at the Finance Division
 - Admittance to certain programs, convocations, lectures, etc.
- The I-CARD is good for (5) years subject to validation every term.
- The I-CARD will be activated to serve as an E-PURSE Card in order to make payment transactions in the following areas: Campus Internet, Bookstore, Canteens, and all other campus service areas.

SCHOOL ATTIRE

Female and male students are required to wear the proper school uniform. The PE uniform must be strictly worn only during PE classes.

Female students are expected to avoid attires offensive to the sensibilities of other members of the University community, such as:

- Blouses or dresses of such designs as:
 - Backless
 - Halter cut
 - Plunging/ low cut necklines

- Sleeveless
- Tube style
- Narrow shoulder straps
- Spaghetti straps
- Baby shirts/ blouses (shirts/blouses must be 3 inches below the beltline)
- Tattered pants
- Shorts of any style such as skorts, bicycle shorts, culottes, city shorts, tight leggings, tight knee-length pedal pushers (except during Intramural games and PE classes)
- Transparent attires with no proper undergarments
- Mini skirts and dresses
- Slippers (rubber or leather)
- Tattoos
- Body piercing

Students enrolled in Graduate Programs and College of Law are exempted from wearing the uniform. However, proper school attire must be strictly observed.

Nursing, Pharmacy, Psychology, Teacher Education, Hospitality Management, Business Administration, and Office Administration students may wear their prescribed company, hospital/community or duty/practicum uniforms on scheduled days with the approval of the Women Affairs Section. The practicum uniform takes the place of the prescribed school uniform. Thus, not wearing such would mean no entry in any USC campus.

Male students are expected to be reasonably neat in appearance and maintain dignity of their manner of dressing. They are required to wear the prescribed school uniform.

The following are prohibited:

- Sandals
- Slippers
- Sando/sleeveless shirts
- Shorts (except during intramural games, sports fest and PE classes)
- Tattered pants or clothes
- Long hair and dread locks
- Tattoos

- Earring/body piercing
- Beard and mustache
- Shirts with offensive/lewd prints

DEFINITIONS AND TYPES OF OFFENSES

Minor Offenses:

- Entering the University campus without a valid identification card (ID)
- Wearing earrings/nose ring/lip ring/eye lid ring, sporting long hair, tattoo on exposed part of the body
- Indiscriminate throwing of waste paper, candy wrappers, cigarette butt, plastic cups, etc. in the campus or spitting on floor or walls
- Sitting on the ledge or sleeping on a bench or table
- Loitering or making excessive noise or disturbance in corridors, stairways or immediate vicinities during classes
- Disregarding summons, notices of hearing, and sanctions
- Failure to wear prescribed school attire and uniform
- Using cell phones, beepers or other community gadgets inside the classroom while classes are going on

Major Offenses:

- Dishonesty or any fraudulent act such as but not limited to the following:
 - lending one's school identification card (ID), gate pass, and other relevant school documents to another student or borrowing the same from fellow students for whatever purpose or intention
 - possession or two or more school identification cards (ID) or gate pass by whatever means or manner
 - Unauthorized use of University facilities
 - Using fake photocopies of any school documents
 - Plagiarism, forgery, falsification, tampering, alteration or misuse of official school records, documents or credentials
 - Unauthorized access of computer files like hacking and other IT-related violations
 - Representing, wearing or using any uniform, insignia or other identifying marks of the University or any department or college without authorization
 - Unauthorized solicitation or selling of any goods or merchandise for fund raising
 - Unauthorized collection of money, checks or any other instrumentality of monetary value and embezzlement of funds

- Extortion, unauthorized solicitations, non-payment of debts of the faculty and other members of the academe
- Stealing or attempting to steal
- Malicious Mischief such as but not limited to the following:
 - Vandalism
 - Tampering official announcements on bulletin boards, posting of notices or posters in non-designated areas or removing thereof without proper authorization nor putting offensive libelous, subversive and seditious posters, banners or streamers in the campus and its immediate vicinity
 - Authorship, publication or circulation of false information about the University, its officials, members of the faculty, non-teaching personnel or students
 - Publishing or circulating false information about the University
 - Oral deformation or slander
 - Libel, authorship or distribution of subversive or libelous materials
 - Lying, misinterpreting and other acts of perjury committed during formal investigation or administrative hearings
 - Grave threats, intimidation, coercion against any member of the school community: faculty, non-teaching staff, administrators, students or visitors
 - Causing, engaging in or instigating brawls, riots or other acts of hooliganism inside or outside of the campus
 - Assault resulting to physical injury or damage to school property
 - Murder or killing
- Campus and Public Disturbance such as but not limited to:
 - Deliberate disruption of classes, school activities or school disturbance
 - Interrupting school performance, symposia, for a, lectures or any other school activity, or throwing any object on a gathering or showing dirty finger
 - Staging/organizing rallies, strikes, pickets or demonstrations against the University without valid permit
 - Instigating or participating in group activities leading to the stoppage of classes, presentations, gatherings, rallies, etc.
 - Causing panic or confusion; harassment and picketing at University entrances and exit; loud and disturbing arguments; misconduct inside the classroom such as shouting, whistling, heckling, raucous, unrestrained laughter, loud talking, loitering and creating noise or any disturbances in the corridors, stairways and immediate vicinities

- Barricading, preventing or threatening any student from entering the school campus or attending classes, or/and school personnel from discharging their duties
- Acts of immorality such as but not limited to the following:
 - Acts of lewdness, indecency and immorality
 - Bringing, viewing, displaying or distributing pornographic materials inside the campus (either acting as a model/subject, sales agent, sponsor, or technical crew) or sending foul messages to anybody (student, faculty, employee)
 - Voyeurism
- Subversion or any act of such as but not limited to the following:
- Sexual Harassment (please refer to IRR on the Anti-Sexual Harassment Bill of 1995)
- Other gross misconduct such as but not limited to the following:
 - Desecration of Religious Images and Practices
 - Disrespect to National symbols or mockery of the National Anthem and the USC Hymn
 - Disrespect against any member of the USC Community and its guests resulting in ridicule, embarrassment or humiliation
- Other prohibitions such as but not limited to the following:
 - Public display of intimacy/affection that tends to offend the sensibilities of the school community
 - Smoking inside the campus and its immediate vicinity
 - Bringing of or playing with any gambling materials inside the campus or off campus sites
 - Entering the campus or off-campus sites under the influence of alcohol and prohibited substances
 - Bringing of intoxicating beverage in whatever amount in the campus or off-campus sites in case of off campus activities sanctioned by the school
 - Unauthorized possession of any firearm, sharp-bladed weapons, tear gas, firecrackers, pyrotechnics, explosives or miniature bombs; or threatening to use any to harm anybody

SANCTIONS

Pursuant to Section 77 of the Eight Edition of Manual of Regulations for Private Schools, the following disciplinary sanctions for serious offenses or violation of school regulations may be applied upon an erring student:

- **Suspension.** Suspension is a penalty in which the school is allowed to deny or deprive an erring student of attendance in classes for a period not exceeding 20% of the prescribed class days for the term.

The decision of the school in every case involving the penalty of suspension which exceeds 20% of the prescribed school days for the term shall be forwarded to the CHED Regional Office within 10 days from the termination of the investigation of each case for its information.

Preventive Suspension. A student under investigation of a case involving the penalty of expulsion may be preventively suspended from entering the school premises if the evidence of guilt is strong and the school head is morally convinced that the continued stay of the student during the period of investigation constitutes a distraction to the normal operation of the school or poses a risk or danger to the life of persons and property in the school.

- **Exclusion.** Exclusion is a penalty in which the school is allowed to exclude or drop the name of the erring student from the school rolls for being undesirable, and transfer credentials shall be immediately issued. A summary investigation shall have been conducted, and no prior approval by CHED is required in the imposition of the penalty.

The decision of the school in every case involving the penalty of exclusion from the rolls, together with all the pertinent papers therefore, shall be filed in the school for a period of one year in order to afford CHED the opportunity to review the case in the event an appeal is taken by the party concerned.

- **Expulsion.** Expulsion is an extreme penalty on an erring student consisting of his/her exclusion from any public or private school in the Philippines and which requires the prior approval of CHED. The penalty may be imposed for acts or offenses constituting gross misconduct, dishonesty, hazing, carrying deadly weapons, immorality, selling and/or possession of prohibited drug such as marijuana, drug dependency, drunkenness, hooliganism, vandalism, and other serious school offenses such as assaulting a pupil, student or school personnel, instigating or leading illegal strikes or similar concerted activities resulting in the stoppage of classes, preventing or threatening a pupil, student or school personnel from entering the school premises, attending classes or discharging their duties, forging or tampering school records or school

forms, and securing or using forged or tampered school records, forms, and documents.

The decision of the school in every case involving the penalty of expulsion, together with the supporting papers, shall be forwarded to the CHED Regional Office within 10 days from the termination of the investigation of each case.

In cases not covered by the foregoing rules, the USC Disciplinary Board shall determine the kind of penalty to be imposed, which may include, among others, the following: reprimand, suspension, expulsion, dismissal or expulsion from the University. The factors which may be taken into account in the determination of the imposable penalty are:

- previous record of the student
- gravity of the offense
- character and position of the aggrieved person
- established precedents
- other extenuating circumstances as deemed proper and necessary by the USC Disciplinary Board

The other disciplinary sanctions which may likewise be meted out to any erring student are the following:

- written apology to the aggrieved/offended party
- payment of the value of the property destroyed/damaged/lost or its replacement
- regular rehabilitation counseling by the Guidance Services
- oral or written warning from the person in authority (Discipline Officer, Faculty member, University staff)
- Disciplinary probation with automatic suspension for the rest of the term in case of any violation of the conditions imposed
- Exclusion for a semester/s
- Disqualification from receiving honors at graduation
- Non-issuance of Certificate of Good Moral Character
- Disqualification, suspension or withdrawal of privileges(discounts or scholarships)
- Payment of fines
- Other penalties which may be set forth in the University regulations

GRIEVANCES AND COMPLAINTS

Any student or a group/class of students has the right to express grievances and file a written complaint against any administrators, members of the faculty and non-teaching personnel of the University. Grievances and complaints related to sexual harassment, unauthorized solicitations, proselytizing and extortion of money or goods in exchange of a service rendered, or the granting of passing grades and the like, must be immediately be reported to appropriate authorities, to prevent further abuse and other complications resulting there from. For ample protection of the complainant, he/she may report this in person, or may write directly to the University President, any of the Vice Presidents, or the Office of the Student Affairs, so that immediate and appropriate action can be done to correct the situation.

COMPOSITION OF DISCIPLINARY BOARD

The USC Disciplinary Board is composed of the following:

- VP for Administration
- VP for Academic Affairs
- Director of Student Personnel Services
- Dean of the College to which respondent belongs

The Board shall impose the appropriate sanctions and render a decision on cases in a manner herein provided.

The Formal Inquiry Committee (FIC) which conducts the formal investigation of all disciplinary cases involving students is composed of the following:

- Head of Office of Student Affairs,
- Student Discipline Officer, who acts as the Chairman,
- Chair of the Department to which respondent belongs (or his/her designated faculty representative),
- President of the USC Supreme Student Council or his/her representative,
- Talamban Campus Administrator (for cases in Talamban Campus), and
- Chief Security and Safety Officer

Members of the FIC can interpellate during formal hearings and are involved in the deliberation of appropriate sanctions to be recommended to the USC Disciplinary Board.

JURISDICTION

The USC Disciplinary Board and the Office of the Student Affairs have jurisdiction over all cases involving the discipline of the students.

Any misconduct committed outside the University premises shall constitute no defense if it involves one's status as a student or if it affects the good name or reputation of the University. Any respondent who refuses to submit to the jurisdiction of the Board and the Office of Student Affairs shall prejudice his/her future enrolment in any College of the University.

In case of subsequent enrolment of such student, he/she shall have to answer the charges filed and logged against him/her.

HEARING PROCEDURES

A formal charge or complaint in writing shall be filed by the aggrieved party or by any person having direct knowledge of the commission of the act accused of, or by the University against any erring student/s.

In the event that the University shall be the complaint, the aggrieved party (the victim, if any) shall be the principal witness. The University shall uphold its right to investigate cases even in the absence of a formal complaint by any aggrieved party, provided that these cases do not involve immorality and its related cases thereto, where a complaint is necessary to shed light and to give testimonies as well as to provide acceptable and verifiable evidence thereof.